

SEVENTH ANNUAL REPORT

OF THE

MASSACHUSETTS
CIVIL SERVICE COMMISSIONERS
JANUARY 10
1891

CIVIL SERVICE COMMISSIONERS

OF

MASSACHUSETTS.

JANUARY 10, 1891.

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Commonwealth of Massachusetts.

To the Honorable the Senate and House of Representatives in General Court assembled.

Under the provisions of section 2 of chapter 320 of the Acts of 1884, the Civil Service Commissioners have the honor to submit their seventh annual report, covering the period from Dec. 1, 1889, to Dec. 1, 1890.

During that period there have been 173 examinations, 34 more than in the previous year. Of these, 68 were competitive, 4 special, and 101 non-competitive. Most of the latter were in cases of promotion, or where there was no eligible list. The reason for each non-competitive examination is stated by the secretary in his report published in the appendix.

The whole number of persons examined is 1,572, or 89 more than last year. Of these, 1,044 passed the examination, 1,031 had only a common school education, and 13 had attended college.

The number appointed to office, after examination, was 383, of whom 54 were women; and, in addition, 68 veterans of the War of the Rebellion were appointed without examination, under the exemption law of 1887.

The average age of those who passed the examinations is 33.47, and of those who failed 35.24.

The number of public employees in the first division of the classified service is about 4,700. The number of laborers classified in the employ of the city of Boston is 3,466. Of the public offices in the first division, 2,133 have been appointed under civil service rules since 1885, and, with the lapse of time, the proportion steadily increases. Of these appointments, only a very small fraction of one per cent. has been removed for cause.

THE LABOR SERVICE OF BOSTON.

In the labor service of Boston 152 requisitions were received during the year, and 2,029 men were certified, of whom 1,550 were required to be under fifty years of age. This shows the increasing tendency of the departments to call for the strongest and most able-bodied men. Of those certified, 874 were employed, of whom 90 were veterans. The number of certifications compared with the number employed was owing to the declination of some to accept employment, especially upon Basin V in Ashland. The comparatively small number of veterans employed was owing to the age limit fixed in the requisitions. Of the men employed under certification, only one-half of one per cent. were discharged for cause. There have been 2,360 men registered, including restorations to the list during the year. The total number at present on the department rolls in this office is 3,466. A more detailed statement of the work of the commissioners in this branch of the public service is made by the labor registration clerk, and is published in the appendix.

There has been no change in the rules or practice regarding the labor service. The commissioners suggest that the system established by the rules would be better enforced, and with more fairness to laborers, if there were fewer cases of suspension on the part of heads of labor employing departments. With few exceptions, a laborer should either be given work or discharged, with the right to register for employment when there is work for him. To keep his name on the labor rolls without work deprives him of the right to registration and certification, and, when requisition is made for men, often obliges the commissioners to certify men of less experience and qualification.

QUALIFICATIONS.

The only change in the rules during the year was the amendment of Rule X., fixing the minimum age for applicants for the police force of Boston at twenty-five instead of twenty-two years, and the maximum at thirty-three instead of thirty years. This amendment was made at the request

of the police commissioners, and was approved by the Governor and Council December 31. Police officers under twenty-five years of age, subjected to the temptations that surround their position, are not so apt to have the moral courage to resist that older men possess, while they may lack the judgment and discretion that come from experience. The civil service rules provide the highest moral standard for applicants for the police force, and impose in all cases the burden of proof upon the applicant. Proof of any criminal or disgraceful act on his part, or his dismissal for good cause from the public service, excludes him from the eligible list. To ascertain this fact, every applicant is required to state whether he has been in the public service, and, if so, the reason for his leaving. If he has resigned to avoid removal, he often states simply the fact of resignation, and thereby, unless the examiners happen to be informed of the facts, not only is allowed to take the examination, but is given credit for his experience. The commissioners feel that the custom which has been followed by some appointing officers of allowing an unfaithful employee to resign, instead of receiving a dishonorable discharge, should be condemned. The public are entitled to know whether a public servant has left the service for cause, and can know it only by the record of his discharge. In case of application for examination the record is known and the applicant prevented from gaining, by reason of experience, an advantage over more deserving candidates.

EXAMINATIONS.

There has been no change in the scheme of examinations for the classified service. The commissioners have endeavored to make them thoroughly practical and adapted to test the fitness of the applicant for the duties of the position sought. In the examination of applicants for the police service outside of Boston they have substituted an examination upon the duties of police officers as fixed by statute or regulation, in place of the examination upon local data and city information. Each applicant is given an abstract of the laws and regulations, and is examined from that. This makes a more uniform system, as all applicants, whether from the centre or more remote parts of the city, stand upon

an equality, and shows better the applicant's ability to study and remember laws and regulations which he must know and enforce as a police officer.

EXTENSION OF THE CLASSIFIED SERVICE.

The acceptance of city charters by Pittsfield, Chicopee and Marlborough, brings their public service within the civil service rules, as far as applicable. The police and clerical services of each city come within the rules. Proper steps have been taken to appoint suitable local examiners, and to provide for examinations to fill vacancies as they may occur. The extension of the rules to these cities adds somewhat to the expenses of the commissioners, and will require some increase in the annual appropriation.

The commissioners consider it expedient to extend the classification of the service to such messengers employed by departments of the Commonwealth, or the cities, as perform any clerical service and receive proportionate compensation. Several persons are now employed under the name of messenger whose duties and pay are substantially those of clerk, and it is unfair to eligibles on the clerical list, and disadvantageous to the public service, that they should be selected at the discretion of the appointing officers in preference to others who have proved their qualification by competitive examination. It is the intention of the commissioners at an early day to submit an amendment of the rules to the Governor and Council, providing for the inclusion of these public servants in the classified service.

SUGGESTIONS OF LEGISLATION.

Under the authority of section 2 of the civil service act, the commissioners suggest the following legislation: —

First, That the district police officers of the Commonwealth shall hold office during good behavior, and until removed by the Governor for cause deemed by him sufficient after due hearing. At present the term of office is three years. Most of the present force of thirty-three men have been appointed under civil service rules, and have proved faithful and efficient officers. As permanent tenure until removed for cause is secured to the police officers of all but six of our

cities, the commissioners see no reason why the same principle should not be applied to the district police force. The duties of the force require special qualifications and knowledge, which are fairly tested by the civil service examination. Although the Governor can re-appoint without examination at the expiration of the three years' term, it seems to the commissioners that, with the present popular feeling in favor of competitive examination for the public service and a permanent tenure during good and efficient conduct, these officers, after appointment upon merit and after experience in the technical duties imposed upon them, should not be subjected to the discretion of the Governor for re-appointment.

Second, The commissioners request authority to summon witnesses and administer oaths. This power is necessary properly to conduct hearings regarding the moral character of applicants. Each applicant whose moral character is impugned has the right to be heard by the commissioners. In such hearings, while the burden is upon him to establish his good character, it is difficult for him to do so without hearing the specific charges and evidence against him. Persons who are quite willing to volunteer information privately are naturally disinclined to testify against the character of an applicant unless obliged to do so by legal summons. These hearings are, and should be, judicial on the part of the commissioners, and justice in the result will be promoted by conferring upon them this judicial authority.

CHAS. THEO. RUSSELL, JR.,
ARTHUR LORD,
EDWARD P. WILBUR,

Civil Service Commissioners.

APPENDIX.

APPENDIX.

EXAMINATIONS AND APPOINTMENTS.

From Dec. 1, 1889, to Nov. 30, 1890, inclusive, there were held for the State and Boston services one hundred examinations, as follows : —

COMPETITIVE EXAMINATIONS.

For State clerical service,	6
Boston clerical service,	2
State prison service,	1
Boston prison service,	1
Boston fire service,	2
Boston police service,	4
Boston foreman and sub-foreman service,	1
Boston inspection service,	2
Boston school janitor service,	1
—	20

NON-COMPETITIVE EXAMINATIONS.

For State clerical service,	10
Boston clerical service,	4
Boston clerical promotion,	7
State prison service,	1
Boston prison service,	16
Boston fire service,	12
Boston fire promotion,	26
Boston foreman and sub-foreman service,	2
Boston inspection service,	2
—	80

There have been held seventy-three examinations for original appointments and promotions in the clerical, police, foreman and inspection services of cities other than Boston, as follows : —

Brockton, . . . 1	Holyoke, . . . 2	Newton, . . . 3
Cambridge, . . . 4	Lawrence, . . . 7	Quincy, . . . 3
Chelsea, . . . 5	Lowell, . . . 6	Salem, . . . 5
Fall River, . . . 3	Lynn, . . . 1	Somerville, . . . 2
Fitchburg, . . . 3	Malden, . . . 5	Springfield, . . . 4
Gloucester, . . . 5	New Bedford, . . . 4	Taunton, . . . 2
Haverhill, . . . 1	Newburyport, . . . 1	Worcester, . . . 6
		— 73

The whole number of persons examined for original appointments and promotions in the first division is as follows : —

For clerical service,	451
For clerical promotion,	8
For prison service,	47
For fire service,	195
For fire promotion,	26
For police service,	724
For police promotion,	12
For foreman and sub-foreman service,	41
For inspection service,	28
For school janitor service,	40
	— 1,572

The whole number passed is as follows : —

For clerical service, 325, or 72.06 per cent. of those examined.
For clerical promotion, 8, or 100 per cent. of those examined.
For prison service, 37, or 78.73 per cent. of those examined.
For fire service, 119, or 61.03 per cent. of those examined.
For fire promotion, 18, or 69.23 per cent. of those examined.
For police service, 459, or 63.4 per cent. of those examined.
For police promotion, 12, or 100 per cent. of those examined.
For foreman and sub-foreman service, 28, or 68.3 per cent. of those examined
For inspection service, 13, or 46.43 per cent. of those examined.
For school janitor service, 25, or 62.5 per cent. of those examined.

The whole number appointed from those examined is as follows : —

In the clerical service,	86
By promotion in the clerical service,	8
In the prison service,	25
In the fire service,	82
By promotion in the fire service,	18
In the police service,	124
By promotion in the police service,	17
In the draw-tender service,	1
In the foreman and sub-foreman service,	12
In the inspection service,	7
In the school janitor service,	3
	— 383

The whole number of unexamined veterans appointed is as follows : —

In the clerical service,	14
In the prison service,	7
In the fire service,	2
By promotion in the fire service,	1
In the district police service,	3
In the police service, cities other than Boston,	29
By promotion in the police service, cities other than Boston,	4
In the draw-tender service,	2
In the foreman and sub-foreman service,	4
In the inspection service,	2
—	68

The average age of all the persons examined is about 34 years.

Of the 1,044 persons who passed the examinations, 13 were college educated.

The whole number of veterans who passed examinations for original appointment is 9; the whole number of original appointments of examined veterans is 4, or at the rate of 44.5 per cent. of those who passed.

The whole number of veterans examined for original appointments and promotions is 28; the whole number passed is 12, or 42.9 per cent. of those examined.

There have been 6 original appointments and promotions of veterans, or at the rate of 50 per cent. of those who passed.

Following are the figures on which this statement is based:—

COMMONWEALTH SERVICE.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Com- petitive.	Special Com- petitive.	Non-compet- itive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
State clerical service, . . .	5	1	10	39	6	182	29	-	135	10	-	25	5	27.69	-	23.58	29.70	47.67	21.74	6	61	2
State prison service, . . .	1	-	1	15	2	-	13	2	-	8	1	-	2	36.09	45.50	-	32.	-	-	15	2	-
District police service, . . .	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-
	6	1	11	54	8	182	42	2	135	18	1	25	10	32.19	45.50	23.58	30.85	47.67	21.74	6	63	2
	18			244			179			44			33.76			33.42			179		65	

BOSTON SERVICE.

Boston clerical service, . . .	2	-	4	35	-	58	17	-	42	7	-	5	6	28.70	-	20.47	29.50	-	22.18	56	3	34	-
Boston clerical promotion, . . .	-	-	7	5	-	2	5	-	2	5	-	2	-	31.60	-	23.50	-	-	-	7	-	-	-
Boston prison service, . . .	1	-	16	27	3	-	21	1	-	15	1	-	4	30.38	44.	-	37.83	52.50	-	22	-	8	-
Boston fire service, . . .	2	-	12	195	-	-	119	-	-	82	-	-	2	25.23	-	-	26.42	-	-	119	-	76	-
Boston fire promotion, . . .	-	-	26	26	-	-	18	-	-	18	-	-	1	33.05	-	-	33.25	-	-	18	-	8	-
Boston police service, . . .	4	-	-	318	-	-	149	-	-	48	-	-	-	25.52	-	-	26.02	-	-	149	-	168	1

[illegible]

CLERICAL, FOREMAN, INSPECTION AND PRISON SERVICES, CITIES OTHER THAN BOSTON.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER APPOINTED FROM THOSE EXAMINED.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Com- petitive.	Special Com- petitive.	Non-compet- itive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Brockton, foreman, .	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cambridge, clerical, .	1	1	-	-	-	11	-	-	1	-	-	21.18	-	-	21.	11	1	-	-
Cambridge, foreman, .	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cambridge, inspection, .	-	-	1	1	-	-	1	-	-	64.	-	-	-	-	-	-	1	-	-
Chelsea, clerical, .	1	-	1	1	1	1	1	-	1	30.	-	22.	-	-	-	2	-	-	-
Chelsea, prison, .	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fall River, clerical, .	1	-	1	6	-	-	2	-	-	24.	-	-	29.	-	-	3	-	3	-
Fitchburg, clerical, .	1	-	-	-	-	7	-	-	2	-	-	27.	-	-	-	7	-	-	-
Gloucester, clerical, .	1	-	-	-	-	-	-	-	-	-	-	28.43	-	-	-	7	-	2	-
Lawrence, clerical, .	1	-	2	3	-	7	3	-	-	-	-	-	-	-	-	3	-	-	-
Lawrence, clerical promotion, .	-	-	1	1	-	-	1	-	-	35.	-	-	-	-	-	1	-	-	-
Lawrence, foreman, .	1	-	-	2	-	-	2	-	-	35.5	-	-	-	-	-	2	-	-	-
Lowell, clerical, .	1	-	-	5	-	1	4	-	-	24.8	-	24.	-	-	-	2	4	-	-
Lowell, inspection, .	-	1	-	2	-	-	1	-	-	31.	-	-	-	-	-	2	-	-	-

APPENDIX.

[illegible]

POLICE SERVICE, CITIES OTHER THAN BOSTON.

	NUMBER OF EXAMINATIONS.		NUMBER EXAMINED.		NUMBER PASSED.		NUMBER APPOINTED FROM THOSE EXAMINED.		AVERAGE AGE OF THOSE PASSED.		AVERAGE AGE OF THOSE FAILED.		EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	Competitive.	Non-competitive.	Male Civilians.	Veterans.	Male Civilians.	Veterans.	Male Civilians.	Veterans.	Male Civilians.	Veterans.	Male Civilians.	Veterans.	Common School.	College.	Common School.	College.
Brockton,	1	-	9	-	7	-	-	2	32.	-	37.	-	7	-	2	-
Cambridge,	1	-	37	2	30	2	1	1	30.43	44.	30.86	-	32	-	7	-
Chelsea,	1	-	15	1	15	-	12	2	29.27	-	-	43.	15	-	1	-
Chelsea, promotion,	-	2	2	-	2	-	2	-	38.	-	-	-	2	-	-	-
Fall River,	1	-	34	-	26	-	6	3	28.58	-	32.25	-	26	-	8	-
Fitchburg,	2	-	29	2	23	1	5	-	29.39	41.	30.67	41.	24	-	7	-
Fitchburg, promotion,	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-
Gloucester,	2	-	12	-	8	-	5	2	32.12	-	30.	-	8	-	4	-
Gloucester, promotion,	-	2	1	1	1	1	1	-	40.	44.	-	-	2	-	-	-
Haverhill,	1	-	11	-	9	-	2	2	32.67	-	39.50	-	9	-	2	-
Holyoke,	1	-	15	-	14	-	-	-	30.57	-	28.	-	14	-	1	-
Holyoke, promotion,	-	1	1	-	1	-	1	-	38.	-	-	-	1	-	-	-
Lawrence,	1	-	13	-	13	-	4	-	33.15	-	-	-	13	-	-	-
Lawrence, promotion,	-	1	1	-	1	-	1	1	31.	-	-	-	1	-	-	-

Lowell,	2	43	28	1	-	29.64	-	29.53	-	28	15
Lowell, promotion,	-	2	2	2	-	34.5	-	-	-	2	-
Lynn,	1	12	11	2	-	30.27	-	31.	-	11	1
Malden,	1	4	3	-	-	26.	-	26.	-	3	1
Malden, promotion,	-	1	1	1	-	42.	-	-	-	1	-
New Bedford,	1	5	2	5	-	29.	-	33.	-	2	3
Newburyport,	1	6	1	-	-	32.75	-	36.5	41.	4	3
Newton,	1	25	-	9	-	28.55	-	32.	-	20	5
Newton, promotion,	-	1	1	1	-	47.	-	-	-	1	-
Quincy,	1	7	3	-	-	26.33	-	35.5	-	3	4
Salem,	3	28	17	10	-	29.35	-	29.27	-	17	11
Somerville,	1	19	18	1	-	29.	-	29.	-	18	1
Springfield,	1	11	9	1	1	29.55	50.	28.	-	11	2
Taunton,	1	3	2	-	-	31.	-	24.	-	2	1
Waltham,	-	-	-	2	-	-	-	-	-	-	-
Woburn,	-	-	-	1	-	-	-	-	-	-	-
Worcester,	2	60	43	8	-	30.37	-	30.29	-	43	17
Worcester, promotion,	-	2	2	2	-	32.5	-	-	-	2	-
	27	12	409	9	316	32.17	44.75	31.18	41.7	322	96
	39	418	322	88	33	38.46		36.44		322	96

MASSACHUSETTS CIVIL SERVICE.

SUMMARY.

	NUMBER OF EXAMINATIONS.			NUMBER EXAMINED.			NUMBER PASSED.			NUMBER APPOINTED FROM THOSE EXAMINED.			NUMBER OF UNEXAMINED Veterans appointed.			AVERAGE AGE OF THOSE PASSED.			AVERAGE AGE OF THOSE FAILED.			EDUCATION OF THOSE PASSED.		EDUCATION OF THOSE FAILED.	
	General Com- petitive.	Special Com- petitive.	Non-compet- itive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.			
State clerical service, . . .	5	1	10	39	6	182	29	-	135	10	-	25	5	-	23.58	29.7	47.07	21.74	158	6	61	2			
Boston clerical service, . . .	2	-	4	35	-	58	17	-	42	7	-	5	6	-	20.47	29.5	-	22.18	56	3	84	-			
Boston clerical promotion, . . .	-	-	7	5	-	2	5	-	2	5	-	2	-	-	23.5	-	-	-	7	-	-	-			
Other cities, clerical service, . . .	17	1	6	52	2	77	36	1	65	17	-	22	3	-	30.22	28.31	54.	25.42	98	4	28	1			
Other cities, clerical promotion, . . .	-	-	1	1	-	-	1	-	-	1	-	-	-	-	35.	-	-	-	1	-	-	-			
State Prison service, . . .	1	-	1	15	2	-	13	2	-	8	1	-	2	-	36.09	32.	-	-	15	-	2	-			
Boston prison service, . . .	1	-	16	27	3	-	21	1	-	15	1	-	4	-	30.38	37.83	52.5	-	22	-	8	-			
Other cities, prison service, . . .	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-			
Boston fire service, . . .	2	-	12	195	-	-	119	-	-	82	-	-	2	-	25.23	26.42	-	-	119	-	76	-			
Boston fire promotion, . . .	-	-	26	26	-	-	18	-	-	18	-	-	1	-	33.05	33.25	-	-	18	-	8	-			
District police service, . . .	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-			
Boston police service, . . .	4	-	-	318	-	-	149	-	-	48	-	-	-	-	25.52	26.02	-	-	149	-	168	1			
Boston police promotion, . . .	-	-	-	-	-	-	-	-	-	4	1	-	-	-	-	-	-	-	-	-	-	-			
Other cities, police service, . . .	27	-	-	398	8	-	305	5	-	75	1	-	29	-	29.93	30.96	41.07	-	310	-	-	-			

Other cities, police promotion,	-	-	12	11	1	11	1	11	1	4	37.09	44.	-	-	-	-	12	-	-
Boston draw-tenders and assistant draw-tenders,	-	-	-	-	-	-	-	-	1	2	-	-	-	-	-	-	-	-	-
Boston foremen and sub-foremen,	1	-	2	27	2	-	18	-	5	1	36.89	-	-	39.67	52.5	-	18	-	11
Other cities, foreman service,	5	-	1	12	-	-	10	-	7	3	33.5	44.	-	-	-	-	10	-	2
Boston inspection service,	2	-	2	18	-	-	6	-	4	1	29.83	-	-	40.75	-	-	6	-	12
Other cities, inspection service,	-	2	1	10	-	-	7	-	3	1	36.14	-	-	32.33	-	-	7	-	3
Boston school janitor service,	1	-	-	36	4	-	23	2	3	-	38.22	47.5	-	40.92	50.	-	25	-	15
	68	4	*101	1,225	28	319	788	12	244	68	32.09	45.69	22.64	32.9	49.72	23.11	1,031	13	524
				1,572			1,044					33.47			35.24				
		173							383	68								1,044	528

* Forty-six of the non-competitive examinations were of applicants for promotion.

NON-COMPETITIVE EXAMINATIONS.

There have been held fifty-five non-competitive examinations for original appointments, as follows : —

One clerk and messenger for employment by the State Board of Lunacy and Charity, there being no person on the eligible list willing to accept the position at the salary paid.

Two clerks and teachers at the Massachusetts Reformatory, there being no persons on the eligible list possessing the special qualifications required.

One clerk and book-keeper at the Westborough Insane Hospital, there being no person on the eligible list willing to accept the position at the salary paid.

One engrossing clerk in the office of the Adjutant-General, there being no person on the eligible list possessing the special qualifications required.

One visitor for employment by the State Board of Lunacy and Charity, there being no person on the eligible list possessing the special qualifications required.

One transportation officer for employment by the State Board of Lunacy and Charity, there being no person on the eligible list possessing the special qualifications required.

Three store-keepers for State service, there being no persons on the eligible list willing to accept the position at the salary paid.

One watchman for employment at the State Primary School, there being no person on the eligible list willing to accept the position at the salary paid.

One stenographer and typewriter for service in the office of the mayor of Boston, there being no person on the eligible list possessing the special qualifications required.

Two special agents on pollution for service in the water department of Boston, there being no persons on the eligible list possessing the special qualifications required.

One store-keeper for employment by the Overseers of the Poor of Boston, there being no person on the eligible list willing to accept the position at the salary paid.

One driver of prison van for employment in the health department of Boston, there being no suitable eligible list of persons possessing the special qualifications required.

Fifteen watchmen for Boston service. In each case there was no suitable eligible list of persons willing to accept the office at the salary paid.

Two inspectors for employment in the improved sewerage department of Boston, there being no eligible list.

One licensed pilot for the fire department of Boston, there being no licensed pilot on the eligible list.

Eleven call firemen for Boston service. In each case there were no persons on the eligible list willing to accept the appointment, and comply with the rules of the fire department in regard to living and working in the district.

One sub-foreman for employment in the water department of Boston, there being no person on the eligible list willing to accept the position.

One sub-foreman for employment in the improved sewerage department of Boston, there being no eligible list.

One clerk of works in Cambridge, there being no eligible list of persons possessing the special qualifications required.

One clerk for service in Chelsea, there being no person on the eligible list willing to accept the position at the salary paid.

One clerk for service in Fall River, there being no eligible list.

Two clerks for temporary service in the assessor's department of Lawrence, there being no eligible list of persons willing to accept temporary employment.

Two clerks for temporary service in the assessor's department of Malden, there being no eligible list of persons willing to accept temporary employment.

One foreman for service in Springfield, there being no eligible list.

Respectfully submitted,

WARREN P. DUDLEY,

Secretary.

HENRY SHERWIN,

Chief Examiner.

LABOR SERVICE IN BOSTON.

During the year ending Nov. 30, 1890, 152 requisitions for mechanics and laborers were received from the several departments of the city of Boston. There were 2,029 certifications made, and of this number 1,550, or 76.39 per cent. of the whole number, were made in response to requisitions which specified a limit of age; that is to say, of the 1,550 strong, able-bodied men certified, 501 were required to be not over forty years of age, 470 not over forty-five years of age, and 579 not over fifty years of age. Fourteen hundred and seventy-two, or about 95 per cent. of the men certified within a specified limit of age, were required for heavy trench work in the water supply, sewer and engineering departments; 739, or more than 50 per cent., being certified for the special work of the water supply department at Basin V, Ashland, Mass.

Two hundred and seventy-five certifications have been made in response to requisitions for mechanics and laborers residing in specially named districts of the city; the sewer department required men for work in Brighton, East Boston and Dorchester; the lamp department, lamplighters for routes in Dorchester, Charlestown and Mattapan; and the engineering department men for work between tides on the intercepting sewers at the north end of the city.

The table of discharges accompanying this report shows that, of the whole number of mechanics and laborers in the employ of the city during the past year, only one-half of one per cent. were discharged for bad habits.

Of the 93 discharges which appear in the table as having "failed to report and declined," 74, or nearly 80 per cent., are of those who had agreed to work on Basin V, at Ashland, and did not report, or, having reported, declined the work offered.

LABOR SERVICE IN BOSTON.

27

Whole number of applications received,	2,360	
Number of names restored from register of 1885,	3	
“ “ “ “ 1886,	3	
“ “ “ “ 1887,	43	
“ “ “ “ 1888,	133	
“ “ “ “ 1889,	1,153	
Applicants registered during 1890,	1,025	
	<hr/>	2,360
Number of applications withdrawn and dropped } Veterans, 2		
from the register during the year (for various } Others, 4		
causes),		<hr/>
		6
Whole number of persons registered,	2,354	
Number registered with credit as veterans,	373	
“ “ without credit as veterans,	1,982	
	<hr/>	2,354
Percentage of those registered having credit as veterans,	15.80	
“ “ “ not having credit as veterans,	84.20	
Number of persons certified once,	1,141 = 1,141	
“ “ “ twice,	287 = 574	
“ “ “ three times,	77 = 231	
“ “ “ four times,	13 = 52	
“ “ “ five times,	5 = 25	
“ “ “ six times,	1 = 6	
	<hr/>	
Whole number of persons certified,	1,524	
“ “ certifications,	2,029	
Number of registered veterans certified,	160	
“ “ “ not certified,	212	
	<hr/>	372
Number of persons (not veterans) certified,	1,364	
“ “ “ not certified,	618	
	<hr/>	1,982
		<hr/>
		2,354
Of whole number of certifications there were,		
of veterans,	186, or 9.17 per cent.	
Of whole number of certifications there were,		
of others,	1,843, or 90.83	“
Percentage of registered veterans certified,	43.01	
“ others (not veterans) certified,	68.82	
Number of persons employed, veterans,	90	
“ “ “ others,	784	
	<hr/>	874
Percentage employed of veterans certified,	56.25	
“ “ others (not veterans) certified,	57.48	
“ “ veterans registered,	24.19	
“ “ others (not veterans) registered,	39.55	
Percentage employed of whole number certified (including those		
certified more than once),	43.08	

RECAPITULATION

DEPARTMENTS.	Requisitions.	Number called for.	NUMBER OF MEN CERTIFIED.		Total Number certified.	NUMBER OF MEN EMPLOYED.		Total Number employed.	Added and re-stored by Commissioners.	Number on Roll Dec. 1, 1889.	Whole Number on Department Rolls to Dec. 1, 1890.	Number dropped from the Rolls.	Number at Present on the Rolls.
			NUMBER OF MEN CERTIFIED.			NUMBER OF MEN EMPLOYED.							
			Veterans.	Others.		Veterans.	Others.						
Street,	15	21	16	12	28	14	6	20	3	739	762	43	719
Water supply,	32	465	63	873	936	33	387	420	5	588	1,013	351	662
Sanitary police,	29	41	17	54	71	14	27	41	1	564	606	36	570
Public grounds,	11	75	9	123	132	4	86	90	1	183	273	38	235
Bridge,	4	4	2	3	5	2	3	5	1	52	57	1	57
Sewer,	20	295	32	551	583	8	171	179	7	412	598	228	370
Park,	7	12	6	13	19	4	7	11	1	523	535	72	463
Lamp,	9	9	6	5	11	5	4	9	1	157	166	9	157
Ferry,	1	1	1	—	1	1	—	1	1	122	124	10	114
Mt. Hope Cemetery,	3	6	2	8	10	1	4	5	2	54	61	2	59
Architects,	1	10	9	11	20	—	9	9	—	—	9	—	9
Engineering,	17	114	23	174	197	4	67	71	—	5	76	30	46
Police,	1	1	—	1	1	—	1	1	—	—	1	—	1
Water income,	2	9	—	15	15	—	12	12	—	—	12	9	3
Public institutions,	1	—	—	—	—	—	—	—	—	1	1	—	1
	152	1,063	186	1,843	2,029	90	784	874	20	3,400	4,294	828	3,466

DISCHARGES.

DEPARTMENTS.	Lack of Work.	Resigned and Withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report, and declined.	Total discharged.
Street,	-	15	4	3	21	-	43
Water supply,	3	228	6	34	6	74	351
Sanitary police,	-	17	-	9	10	-	36
Public grounds,	35	3	-	-	-	-	38
Sewer,	117	66	6	14	8	17	228
Park,	3	28	3	24	12	2	72
Lamp,	1	2	-	5	1	-	9
Ferry,	9	-	-	1	-	-	10
Mt. Hope Cemetery,	-	2	-	-	-	-	2
Engineering,	2	19	3	6	-	-	30
Water income,	8	1	-	-	-	-	9
	178	381	22	96	58	93	828

LABOR SERVICE IN CAMBRIDGE.

During the year ending Nov. 30, 1890, 23 requisitions for mechanics and laborers were received from the several departments of the city of Cambridge.

There were 337 certifications made, and of this number 222, or 65.27 per cent. of the whole number, were made in response to requisitions which specified a limit of age.

The table of discharges accompanying this report shows that, of the whole number of mechanics and laborers employed by the city during the past year, only one-tenth of one per cent. were discharged for bad habits.

A detailed statement follows : —

Whole number of applications received,	265
Number of names restored from register of 1889,	17
Applicants registered during 1890,	248
	— 265
Number registered with credit as veterans,	16
“ “ without credit as veterans,	249
	— 265
Percentage of those registered having credit as veterans,	6.03
“ “ “ not having credit as veterans,	93.97
Number of persons certified once,	224 = 224
“ “ “ twice,	23 = 46
“ “ “ three times,	7 = 21
“ “ “ four times,	9 = 36
“ “ “ five times,	2 = 10
	—
Whole number of persons certified,	265
“ “ certifications,	337
Number of registered veterans certified,	16
“ persons registered (not veterans) certified,	249
Of whole number of certifications there were	
of veterans,	26, or 7.71 per cent.
Of whole number of certifications there were	
of others,	311, or 92.29 per cent.

LABOR SERVICE IN CAMBRIDGE.

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Number of persons employed, veterans,	15
“ “ “ others,	187
	<hr/> 202
Percentage employed of veterans certified,	57.69
“ “ of others (not veterans) certified,	60.12
“ “ of veterans registered,	93.75
“ “ of others (not veterans) registered,	75.10
Percentage employed of whole number certified (including those certified more than once),	59.94

RECAPITULATION.

DEPARTMENTS.	Requisitions.	Number called for.	NUMBER OF MEN CERTIFIED.		Total Number certified.	NUMBER OF MEN EMPLOYED.		Total Number employed.	Added and re-stored by Commissioners.	Number on Roll Dec. 1, 1889.	Whole Number on Department Rolls to Dec. 1, 1890.	Number dropped from the Rolls.	Number at present on Department Rolls.
			Veterans.	Others.		Veterans.	Others.						
Street,	11	134	9	242	251	8	157	165	-	191	356	154	202
Water works,	5	14	8	18	26	5	4	9	4	83	96	8	88
Sewer,	3	22	8	35	43	2	14	16	-	100	116	24	92
Cemetery,	2	8	1	13	14	-	9	9	-	30	39	7	32
Alms-house,	2	3	-	3	3	-	3	3	-	37	40	3	37
Lamp,	1	-	-	-	-	-	-	-	-	12	12	1	11
	23	181	26	311	337	15	187	202	4	453	659	197	462

DISCHARGES.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report, and declined.	Total discharged.
Street,	121	15	4	11	3	-	154
Water works, . . .	-	6	-	-	2	-	8
Sewer,	2	-	1	1	-	20	24
Cemetery,	-	6	-	-	1	-	7
Almshouse,	-	1	1	-	1	-	3
Lamp,	-	-	1	-	-	-	1
	123	28	7	12	7	20	197

Respectfully submitted,

GEORGE H. JOHNSON,

Registration Clerk.

Commonwealth of Massachusetts.

[Chapter 320, Acts of 1884.]

AN ACT TO IMPROVE THE CIVIL SERVICE OF THE COMMONWEALTH AND THE CITIES THEREOF.

Be it enacted, etc., as follows :

SECTION 1. The governor shall with the advice and consent of the council appoint three persons to be civil service commissioners, who shall serve, one until the expiration of three years, one until the expiration of two years, and one until the expiration of one year, from the first day of July in the year eighteen hundred and eighty-four, and until their respective successors are appointed and qualified ; and in the year eighteen hundred and eighty-five and in every year thereafter, the governor shall, in May or June, in like manner appoint one person to serve as such commissioner for three years from the first Monday in the July then next ensuing, and until his successor is appointed and qualified. Any vacancy in the office of commissioner shall be filled for the unexpired term by appointment as above provided. All appointments, both original and to fill vacancies, shall be so made that not more than two commissioners shall, at the time of any appointment, be members of the same political party. The governor may also, with the advice and consent of the council, remove any commissioner. Each commissioner shall be paid five dollars for each day's service, and his traveling and other necessary expenses in the discharge of his official duty.

SECT. 2. The said commissioners shall prepare rules not inconsistent with existing laws or with the provisions of this act, and adapted to carry out the purposes thereof, for the selection of persons to fill offices in the government of the Common-

wealth and of the several cities thereof, which are required to be filled by appointment, and for the selection of persons to be employed as laborers or otherwise in the service of the Commonwealth and of the several cities thereof. All rules so prepared shall be subject to the approval of the governor and council, and they may, with like approval, be from time to time altered or rescinded. The said commissioners shall supervise the administration of the rules so established; they shall from time to time suggest to the general court such legislation as may seem to them to be desirable for the efficient carrying out of the principles of this act, and for the improvement of the civil service; and they shall, on or before the tenth day of January in every year, report to the general court their doings during the preceding year, including any rules adopted under the provisions of this section.

SECT. 3. No person habitually using intoxicating beverages to excess shall be appointed to, or retained in any office, appointment or employment to which the provisions of this act are applicable; nor shall any vender of intoxicating liquor be so appointed or retained.

SECT. 4. No person shall be appointed to or employed in any office to which the provisions of this act are applicable within one year after his conviction of any offence against the laws of this Commonwealth; [and if any person holding such an appointment or in any such employment shall be convicted of the violation of any such law, he shall be immediately discharged from such appointment or employment].

Amended c. 334,
Acts of 1888,
See page 42.

SECT. 5. No recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator, member of the house of representatives, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any appointment under this act.

SECT. 6. No councillor, senator, representative, alderman or councilman, or any officer or employee of either of said bodies, and no executive or judicial officer of the state, and no clerk or employee of any department or branch of the government of the state, and no executive officer, clerk or employee of any department of any city government shall personally, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not be

construed to forbid such persons to be members of political organizations or committees.

SECT. 7. No person shall, in any room or building occupied for the discharge of official duties by any officer or employee of the state or any city thereof, solicit in any manner whatever, or receive, any contribution of money or any other thing of value for any political purpose whatever.

SECT. 8. No officer or employee of the state, or any city thereof, shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose.

SECT. 9. No officer, clerk or other person in the service of the state or any city thereof shall, directly or indirectly, give or hand over to any other officer, clerk or person in said service, or to any councillor, senator, member of the house of representatives, alderman, councilman, or commissioner, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever.

SECT. 10. No person in the service of the state or any city thereof, shall use his official authority or influence either to coerce the political action of any person or body or to interfere with any election.

SECT. 11. No person in the public service shall for that reason be under any obligation to contribute to any political fund or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

SECT. 12. No person while holding any public office or in nomination for, or while seeking a nomination or appointment for any office, shall corruptly use, or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated), in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

SECT. 13. No city in the Commonwealth shall pay any bill incurred by any official or officials thereof for wines, liquors or cigars; nor shall any city pay any bill for refreshments furnished to any official of said city where the amount for any one day shall exceed one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.

SECT. 14. The rules mentioned in section two may be made from time to time, and may be given a general or a limited application, and they shall, among other things, provide:—

First, For the classification of the offices and employments to be filled.

Second, For open competitive and other examinations by which to test applicants for office, or for employment, as to their practical fitness to discharge the duties of the positions which they desire to fill.

Third, For the filling of vacancies in offices in accordance with the results of such examinations and for the selection of persons for public employment in accordance with such results, or by order of application, or otherwise, as may seem most desirable to carry out the provisions of this act.

Fourth, For promotions in office on the basis of ascertained merit and seniority in service and examination as may seem desirable. (In all cases where it is practicable vacancies shall be filled by promotion.)

Fifth, For a period of probation before an appointment or employment is made permanent.

Sixth, For giving preference in appointments to office and promotions in office (other qualifications being equal) to applicants who served in the army or navy of the United States in time of war and have been honorably discharged therefrom.

SECT. 15. Elective or judicial officers and officers whose appointment is subject to confirmation by the executive council, a city council or a school committee, heads of any principal department in a city, officers for the faithful discharge of whose duties a superior officer is required to give bond, teachers of the public schools, the private secretary of the governor or of the mayor of any city shall not be affected, as to their election or selection, by any rules made as aforesaid; but such rules shall apply to members of the police and fire

Amended c. 473,
Acts of 1889.
See page 43.

Amended c. 352,
Acts of 1889.
See page 43.

departments other than police and fire commissioners, chief superintendents and marshalls of police departments, and chief engineers of fire departments.

SECT. 16. No question in any examination under the rules established as aforesaid shall relate to political or religious opinions or affiliations, and no appointment or selection to an office or for employment within the scope of the rules established as aforesaid shall be in any manner affected or influenced by such opinions or affiliations. Such examinations shall be practical in their character, and so far as may be shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined, to discharge the duties of the service into which they seek to be appointed. The examination of applicants for employment as laborers shall relate to their capacity for labor, their habits as to industry and sobriety, and the necessities of themselves and their families.

Words in quotation marks inserted by amendment c. 183, Acts of 1889.
See page 42.

SECT. 17. Every application, in order to entitle the applicant to appear for examination or to be examined, must state the facts "under oath" on the following subjects: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

SECT. 18. No person in the public service shall wilfully and corruptly, by himself or in coöperation with one or more other persons, defeat, deceive, or obstruct any person in respect of his or her right of examination; or wilfully, corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representations concerning the same or concerning the person examined; or wilfully or corruptly furnish to any person any special or secret information, for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted.

Amended c. 253,
Acts of 1888.
See page 41.

[SECT. 19. All rules established as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commissioners, and a certified copy thereof shall be sent to the mayor of each city, and the same shall

be published in one or more newspapers in each city, and in any such publication of rules shall be specified the date, not less than sixty days subsequent to the date of such publication, when such rules shall go into operation, and thereafter all appointments to office and selections for employment shall be made according to said rules in cases to which said rules apply.]

SECT. 20. The said commissioners may appoint a chief examiner, who shall, under their direction, superintend any examination under this act, and shall perform such other duties as they may prescribe. Such chief examiner shall receive a salary of [twenty-five hundred] three thousand dollars a year, and shall be paid his necessary travelling expenses incurred in the discharge of his official duty. They may also employ a secretary, at a salary not exceeding [twelve hundred] two thousand dollars a year. They may designate persons in the official service of the Commonwealth, or of any city, who shall, with the consent of the head of department or office in which any such person serves, act in any examination held under this act. But no person shall serve as examiner of candidates for office, under the provisions of this act, when any relative or connection by marriage, within the degree of first cousin, shall be an applicant. The said commissioners may also incur such expense, not exceeding fifteen hundred dollars a year, as may be proper for printing and stationery and other incidental matters.

Amended c. 177
and 351, Acts
of 1889.
See pages
41 and 43.

SECT. 21. The said commissioners shall be provided, under the direction of the governor and council, with an office, properly furnished, in the state house or Commonwealth building, suitable for the performance of the duties imposed by this act.

SECT. 22. The name and residence of every person appointed, employed or promoted to or in any position coming within the rules established as herein provided, except laborers, together with the name or description of such position and the subsequent rejection or discharge of every such person, shall forthwith be reported to the said commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

SECT. 23. The said commissioners shall keep records of all their proceedings and of all examinations made by them or under their authority, and all recommendations of applicants for office received by said commissioners or either of them, or by any officer having authority to make appointments to office or to employ laborers, or others coming within the scope of the

rules established as aforesaid, shall be kept and preserved, and all such records and recommendations shall, subject to such reasonable regulations as may be approved by the governor and council, be open to public inspection.

SECT. 24. Whoever, after a rule has been duly established and published according to the provisions of this act, makes an appointment to office or selects a person for employment contrary to the provisions of such rule, or wilfully refuses or neglects otherwise to comply with or to conform to the provisions of this act, or violates any of such provisions, shall be liable to a penalty of not less than one hundred nor more than one thousand dollars for each offence. [*Approved June 3, 1884.*]

Commonwealth of Massachusetts.

[Chapter 437, Acts of 1887.]

AN ACT GIVING PREFERENCE IN APPOINTMENTS TO OFFICE TO
HONORABLY DISCHARGED SOLDIERS AND SAILORS WITHOUT
CIVIL SERVICE EXAMINATIONS.

Be it enacted, etc., as follows :

SECTION 1. All persons who served in the army or navy of the United States in the time of the war of the rebellion, and were honorably discharged therefrom, may be preferred for appointment to office or employment in the service of the Commonwealth, or the cities thereof, without having passed any examination provided for by chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, or by the rules of the civil service commission made under the provisions of said act. Age, loss of limb or other physical impairment, which shall not in fact incapacitate, shall not be deemed cause to disqualify under this act. But nothing herein contained shall be construed to prevent such persons from making application for such examination, or from taking such examination, provided they are entitled to do so under the rules of said commission.

SECT. 2. This act shall take effect upon its passage. [*Approved June 16, 1887.*]

Commonwealth of Massachusetts.

[Chapter 177, Acts of 1889.]

AN ACT TO ESTABLISH THE SALARY OF THE SECRETARY OF THE
CIVIL SERVICE COMMISSION.*Be it enacted, etc., as follows :*

SECTION 1. The salary of the secretary of the civil service commission shall be two thousand dollars a year, to be so allowed from the first day of January in the year eighteen hundred and eighty-nine, and at the same rate for any portion of the year.

SECT. 2. This act shall take effect upon its passage. [*Approved March 28, 1889.*]

Commonwealth of Massachusetts.

[Chapter 253, Acts of 1888.]

AN ACT TO AMEND AN ACT TO IMPROVE THE CIVIL SERVICE OF
THE COMMONWEALTH AND THE CITIES THEREOF.*Be it enacted, etc., as follows :*

SECTION 1. Section nineteen of chapter three hundred and twenty of the acts of the year one thousand eight hundred and eighty-four is hereby amended to read as follows:—*Section 19.* All rules established as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commissioners, and a certified copy thereof shall be sent to the mayor of each city to which such rules or changes therein relate, and the same shall be published in one or more newspapers, and in any such publication of rules shall be specified the date, not less than sixty days subsequent to the date of such publication, when such rules shall go into operation, and thereafter all appointments to office and selections for employment shall be made according to said rules in cases to which said rules apply.

SECT. 2. This act shall take effect upon its passage. [*Approved April 20, 1888.*]

MASSACHUSETTS CIVIL SERVICE.

Commonwealth of Massachusetts.

[Chapter 334, Acts of 1888.]

AN ACT RELATIVE TO THE DISCHARGE OF PERSONS APPOINTED
UNDER THE CIVIL SERVICE LAW.*Be it enacted, etc , as follows :*

Section four of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four is hereby amended by striking out the last clause thereof, so that as amended said section shall read as follows:—*Section 4.* No person shall be appointed to, or employed in, any office to which the provisions of this act are applicable, within one year after his conviction of any offence against the laws of this Commonwealth. [*Approved May 15, 1888.*]

Commonwealth of Massachusetts.

[Chapter 183, Acts of 1889.]

AN ACT TO AMEND AN ACT TO IMPROVE THE CIVIL SERVICE OF THE
COMMONWEALTH AND THE CITIES THEREOF.*Be it enacted, etc , as follows :*

SECTION 1. Section seventeen of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four is hereby amended by inserting after the word “facts” in the third line of said section the words:—under oath,—so that as amended said section shall read as follows:—*Section 17.* Every application, in order to entitle the applicant to appear for examination or to be examined, must state the facts under oath on the following subjects: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

SECT. 2. This act shall take effect upon its passage. [*Approved March 29, 1889.*]

Commonwealth of Massachusetts.

[Chapter 351, Acts of 1889.]

AN ACT TO ESTABLISH THE SALARY OF THE CHIEF EXAMINER OF THE CIVIL SERVICE COMMISSION.

Be it enacted, etc., as follows:

SECTION 1. The salary of the chief examiner of the civil service commission, beginning with the first day of January in the year eighteen hundred and eighty-nine, shall be three thousand dollars a year.

SECT. 2. This act shall take effect upon its passage. [*Approved May 21, 1889.*]

Commonwealth of Massachusetts.

[Chapter 352, Acts of 1889.]

AN ACT PLACING ENGINEERS AND OTHERS HAVING CHARGE OF STEAM BOILERS IN SCHOOL BUILDINGS IN THE CITY OF BOSTON UNDER CIVIL SERVICE RULES.

Be it enacted, etc., as follows:

SECTION 1. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled, An Act to improve the civil service of the Commonwealth and the cities thereof, and the rules of the civil service commissioners made and established thereunder.

SECT. 2. This act shall take effect upon its passage. [*Approved May 21, 1889.*]

Commonwealth of Massachusetts.

[Chapter 473, Acts of 1889.]

AN ACT TO GIVE HONORABLY DISCHARGED SOLDIERS AND SAILORS PREFERENCE IN APPOINTMENTS TO OFFICE UNDER CIVIL SERVICE RULES.

Be it enacted, etc., as follows:

SECTION 1. In all cases of certification for appointment of examined persons under the civil service rules in accordance

MASSACHUSETTS CIVIL SERVICE.

with the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, persons certified who have served in the army or navy of the United States in time of war and been honorably discharged therefrom shall be appointed in preference to other persons certified who have not a higher standing on the eligible list.

SECT. 2. This act shall take effect upon its passage. [*Approved June 7, 1889.*]

THE CIVIL SERVICE RULES

OF THE

COMMONWEALTH OF MASSACHUSETTS AND THE CITIES
THEREOF.

In accordance with the provisions of chapter 320 of the Acts of the year 1884, the following rules have been prepared for the selection of persons to fill certain offices in the government of the Commonwealth and of the several cities thereof, and for the employment of laborers in such cities ; and all rules heretofore prepared and approved are hereby rescinded.

RULE I.

Subject only to the qualifications required to be ascertained in accordance with these rules, the power of appointment and the responsibility of selection are in all cases in the appointing officer or board. The power to remove or reduce, within the classified service, existing by law, on the part of any officer or board, is not impaired by anything contained in these rules.

Appointments
and removals,
responsibility
for.

RULE II.

The commissioners will make and issue, from time to time, as the needs of the service require, such regulations as may be necessary for conducting the business of their office, for the instruction of their secretary, chief examiner and local boards of examiners, and for carrying out the provisions of these rules.

Regulations for
carrying out
rules.

RULE III.

1. For the purpose of making examinations of applicants, the commissioners will designate qualified persons to be members of boards of examiners, and may at any time substitute another person in place of any one so selected.

Commissioners
to designate
boards of
examiners.

2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to

Experts to aid
examiners in
certain cases.

MASSACHUSETTS CIVIL SERVICE.

aid the examining board; and, so far as practicable, such experts shall be persons employed in the department to which the applicant seeks admission.

RULE IV.

Commissioners
to apply to
local authorities
for temporary
quarters, etc.

In order that suitable provision may be made for conducting examinations in the several cities, the commissioners will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

CLASSIFICATION OF THE SERVICE.

RULE V.

Classification,
two divisions.

The offices and places to be filled under these rules shall be classified in two divisions; the first to be known as "The Official Service of the Commonwealth and the several cities thereof;" the second as "The Labor Service."

FIRST DIVISION.

RULE VI.

First division,
two Schedules,
A and B.

1. There shall be two schedules under the first division, known as Schedule A and Schedule B.

Schedule A.

Schedule A to
include clerical
service, etc.

2. Schedule A shall include clerks, and other persons of whatever designation, rendering service as copyists, recorders, book-keepers, agents, or any clerical, recording, or similar service in the Commonwealth or the several cities, and designated as the "Clerical Service" of the Commonwealth, or of a certain city. There shall be three classes in Schedule A, namely:—

Class 1. Persons, other than those included in class 3, whose annual compensation is at a rate less than eight hundred dollars.

Class 2. Persons, other than those included in class 3, whose annual compensation is at the rate of eight hundred dollars and over.

Class 3. Persons who, while included in Schedule A, by reason of their rendering a limited amount of clerical service, are employed in positions which require special

knowledge of duties not clerical, and for which such special knowledge constitutes the chief qualification.

Schedule B.

3. Schedule B shall include the following classes : —

- Class 1. Turnkeys, watchmen, drivers of prison wagons, and all others doing police duty in the prisons, houses of detention, reformatories and in all other public institutions and departments of the Commonwealth and the several cities, not included in classes 3 and 4 of Schedule B ; also, watchmen, gatemen and guards in the public parks and ferries.
- Class 2. All members of the regular, permanent substitute and call forces of the fire department in the city of Boston.
- Class 3. The district police, and all persons doing police duty, either permanently or temporarily, in and for, and paid by, any city of the Commonwealth except the city of Boston.
- Class 4. All members of the regular and reserve police forces in the city of Boston.
- Class 5. Draw-tenders and assistant draw-tenders of bridges in the cities of the Commonwealth.
- Class 6. Foremen and sub-foremen of laborers in the cities of the Commonwealth.
- Class 7. Inspectors of work, and all persons under whatever designation doing inspection service not included in Schedule A.
- Class 8. Engineers, janitors and persons having charge of steam boilers and furnaces in the school buildings in the city of Boston.

QUALIFICATIONS.

RULE VII.

1. Applicants for appointment to any position in the service of the Commonwealth, to which these rules apply, must be citizens of the United States who have resided in the Commonwealth for one year next preceding the date of their application. But this restriction shall not apply to positions in which special expert knowledge is required.

State service,
residence of
applicants.

2. Applicants for appointment in the service of a city must be citizens of the United States, who have resided in the Com-

City service,
residence of
applicants.

monwealth for one year and in the city in which they seek service for six months next preceding the date of their application, except where special qualifications are required, and the appointing officer requests in writing that the examination be open to persons who are not citizens or residents.

RULE VIII.

Disqualifica-
tions for ap-
pointment. §§ 3,
4, c. 320, 1884.

No application for appointment will be received from any vender of intoxicating liquor, or any person habitually using intoxicating beverages to excess; or any person who, within the year preceding his application, has been convicted of any offence against the laws of this Commonwealth.

RULE IX.

Moral
character.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list.

Burden of
proof.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the commissioners to furnish evidence thereof additional to the certificates required in his application.

Failure to prove
good character.

3. Failure by the applicant to prove good character shall exclude him from examination and from the eligible list; and proof at any time produced to the commissioners of the bad character or dissolute habits of an applicant or eligible, of any criminal or disgraceful act committed by him, or his dismissal for good cause from the public service, shall be sufficient to exclude him from examination or to remove his name from the list of eligibles.

Applicant
entitled to
a hearing.

4. No person shall be so excluded from examination, and no one shall be removed from the eligible list, under this rule, except after an opportunity to be heard and upon a finding of the commissioners and a record thereof, containing the names of the commissioners voting therefor and a statement of the grounds of their action.

RULE X.

Requirements
as to age, height
and weight.

1. In Schedule A there is no requirement as to age, height and weight.

2. In Schedule B there shall be the following requirements of age, height and weight:—

a. In class 1 (the prison service) there is no requirement as to age, height and weight.

b. In class 2 applicants for appointment to the fire force of Boston must be not less than twenty-two nor over thirty years of age at the time of making application, and must be not less than five feet six inches in height and weigh not less than one hundred and thirty pounds ; *provided, however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity ; and *provided, further*, that applications for appointment as permanent substitutes may be made by persons serving in the call force who are under forty years of age.

c. In class 3 applicants for appointment to the police force of any city other than Boston must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than twenty-two nor over fifty-five years of age at the time of filing the application ; *provided, however*, that this limitation as to age shall not apply to persons who served in the army or navy of the United States in time of war, and have been honorably discharged therefrom. In all cases in this class applicants must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.

[d. In class 4 applicants for appointment to the police force of Boston must be not less than twenty-two nor over thirty years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.] Amended Dec. 31, 1890.

d. In class 4 applicants for appointment to the police force of Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds. Amendment of Dec. 31, 1890, in substitution for above.

e. In all other classes in Schedule B there is no requirement as to age, height or weight.

APPLICATION.

RULE XI.

Applications,
how made.

1. Application for admission to examinations in the first division may be made at any time, and shall be on blanks in a form prescribed by the commissioners. Applications for appointment to positions in the service of the Commonwealth, and of the city of Boston, may be filed in the office of the commissioners in Boston; applications for appointment to positions in the service of cities other than Boston may be filed with the local board of examiners in the city where service is sought, or at such other place as the commissioners may hereafter designate.

Form of
applications.

2. Each applicant for examination must state, on oath, and in his or her own handwriting: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health, and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment, and residence, for the previous five years. 9. Education. 10. Such other information shall be furnished as may reasonably be required touching the applicant's fitness for the public service.

RULE XII.

Veterans.

1. The word "veteran" in this rule shall mean a person who served in the army or navy of the United States in the time of the war of the rebellion, and was honorably discharged therefrom.

Veterans under
ch. 437, Acts of
1887, to file ap-
plication.

2. Any veteran desiring, under chapter 437 of the Acts of 1887, appointment to office or employment in the service classified under the Civil Service Rules, without having passed any examination provided for therein, shall file an application for such appointment, stating, on oath: (1) his full name, residence, and post-office address; (2) the office he seeks; (3) that he desires appointment without having passed any examination provided for by the Civil Service Act or the rules thereunder; (4) his service in the army or navy of the United States in the time of the war of the rebellion, and discharge therefrom; (5) that he has not suffered loss of limb, or other physical impairment, which incapacitates; (6) his citizenship; (7) that he does not habitually use intoxicating beverages to excess,

and is not a vender of intoxicating liquor; (8) that he has not within one year been convicted of any offence against the laws of this Commonwealth.

Such application must be supported by certificates that the applicant has all the qualifications required by law of veterans. Such application, if for an office or employment in the service of the Commonwealth or of the city of Boston, shall be filed in the office of the commissioners in Boston; if for an office or employment in the service of any city other than Boston, it shall be filed with the local board of examiners in such city.

Application to be supported by certificates.

RULE XIII.

Every application must be supported by certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the commissioners shall prescribe. But no recommendation which may be given by any Senator, member of the House of Representatives, alderman or councilman, except as to the character or residence of the applicant, can be received or considered by any person concerned in making any appointment under these rules.

Applications must be supported by certificates.

Recommendations not received from certain legislators. § 5, c. 320, 1884.

RULE XIV.

No application from the same person will be received for appointment or employment in more than one of the schedules or classes of the Civil Service as herein designated; but this shall not apply to persons who served in the army or navy of the United States in the time of the war of the rebellion, and were honorably discharged therefrom.

Application for more than one class.

RULE XV.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, or any complicity by him in any fraud, shall be regarded as good cause for excluding him from the eligible list, or for his removal or discharge during probation or thereafter.

Effect of false statements.

RULE XVI.

Defective applications will be returned to applicants with a notice to amend the same. Whenever the application shows

Defective applications returned.

that the applicant is not qualified under the rules and regulations, the application will be rejected, and the applicant notified of the reason therefor.

RULE XVII.

Reception of applications and notice to applicants.

The date of the reception of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, they will be notified to appear in the order in which their names are entered; *provided*, that persons who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall have precedence in such notification.

RULE XVIII.

Fire department of Boston, — applications, etc.

In class 2, Schedule B (the fire department of Boston), applications shall be received only for appointment to the "call force" and the "permanent substitute force." Permanent substitutes may be appointed in the regular force without further examination or certification, *provided* they have served as permanent substitutes at least six months.

RULE XIX.

May file new application.

Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, and not earlier; *provided*, that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his application.

EXAMINATION.

RULE XX.

Examinations, character, notice of.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Political or religious opinions not to influence appointments. § 16, c. 320, 1884.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

3. The examinations shall be held at such times and places as the commissioners may designate, and proper notice thereof given. So far as practicable, the examination of applicants for appointment in the service of a city shall be held therein.

Time and place
of examination.

RULE XXI.

1. The subjects of examination may be designated from time to time by the commissioners, and shall be such as the needs of the service require, and such as tend to prove the qualifications of the applicant for the office sought.

Subjects of
examination
designated.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the branch or part of the service which the applicant seeks to enter.

How graded.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the examination shall be less than sixty-five per centum of complete proficiency in such of the subjects of the examination as may be designated by the commissioners.

Must obtain
sixty-five per
cent.

4. The commissioners may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations hereunder may be competitive or non-competitive. The application for, and notice of, the special examinations, the records thereof, and the certification of those found competent, shall be such as the commissioners may prescribe.

Examinations
where special
skill and experi-
ence are re-
quired.

RULE XXII.

1. Where physical qualifications are necessary, the commissioners will provide for examinations to determine them.

Physical
examinations.

2. The examination to test the physical soundness of applicants for appointment in classes 2, 3 and 4, Schedule B, fire and police forces, shall be made by the surgeon-general, or one of the medical examiners, if for the service of the Commonwealth; and by the city physician, or the physician employed by the department which the applicant seeks to enter, if for city service. And the result of such examination shall be certified on blanks furnished by the commissioners, in form approved by the surgeon-general of the Commonwealth. No one who fails to pass such examination shall be eligible for appointment.

By whom made.

Additional
physical
examination.

3. Each applicant in any of said classes may be required to undergo such further physical examination as the commissioners may prescribe, adapted to ascertain his special fitness for the service for which he has applied. Any such examination shall be made by a suitable examiner, to be appointed by the commissioners, and the result shall be recorded upon blanks provided for the purpose.

RULE XXIII.

Eligibles not
admitted to
examination.

No person, while remaining eligible on any register, shall be admitted to a new examination, except in special cases where the office to be filled requires special qualifications.

ELIGIBLE LIST.

RULE XXIV.

When exam-
ined, applicants
shall be graded.

1. Those examined shall be marked and graded according to their excellence, as shown by their examination, and shall have their grade entered upon a register. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

Veterans
eligible without
examination.

2. Every applicant, under chapter 437 of the Acts of 1887, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination.

Eligible one
year.

3. No person shall remain eligible more than one year upon any register, unless he shall so request; in which case, under such regulations as the commissioners may make, his name may, without further examination, be continued upon the eligible list for a second year.

RULE XXV.

Persons exam-
ined may have
a certificate.

The commissioners may give to any person examined a certificate of his or her marking.

REQUISITION AND CERTIFICATION.

RULE XXVI.

Requisition.

Whenever there is a vacancy to be filled in the classified service, the appointing officer or power shall make requisition upon the commissioners for the names of eligible persons.

RULE XXVII.

Whenever any officer or board having the power of appointment to any office or employment under these rules shall make requisition, the commissioners shall certify to him the names of the three most eligible persons on the proper register, indicating any of them who have served in the military or naval service of the United States in time of war, and been honorably discharged therefrom.

Certification of eligible persons.

RULE XXVIII.

Whenever the commissioners are notified that proficiency in any special subject is needed in the position to be filled, they may certify the names of three persons on the eligible list having the highest standing (not being below the minimum of sixty-five) in such special subject.

Certification of specialists.

RULE XXIX.

1. No person on any register shall be certified more than three times for the same office, except upon the request in writing of the appointing officer; *provided, however*, if the office requires special or expert qualifications, persons may, in the discretion of the commissioners, be certified more than three times.

No person to be certified more than three times, except, etc.

2. Clause 1 of this rule shall not apply to veteran soldiers or sailors; and it shall not apply to persons other than such veterans, when certified for appointment with a veteran of equal or higher standing, or with one who receives the appointment, though not within the number of those entitled by reason of examination to be certified.

RULE XXX.

When an appointing officer in his requisition shall so request, the name of any veteran soldier or sailor standing upon the list shall be certified to him for appointment. When an appointing officer in his requisition shall request that the certification be restricted to veteran soldiers or sailors, the names of all veterans upon the list shall be certified. In such case the certification shall specify those who have passed the examination and the marking of each. When an appointing officer shall so request, those entitled by reason of examination to certification, and any veteran named, or all veterans upon the list, shall be certified to him.

Requisition for veterans.

RULE XXXI.

Sex.

In case the requisition for certification, or any law or regulation, shall call for persons of one sex, those of that sex shall be certified ; otherwise, sex shall be disregarded in certification.

RULE XXXII.

Certification of
additional
names.

If it is shown that any person certified is unsuitable for the position to be filled, the commissioners may certify an additional name ; but in every such case the reason for so doing shall be stated in such certification.

APPOINTMENT.

RULE XXXIII.

Appointment.

No person shall be appointed to any office or employment in the first division except in the manner provided by these rules.

RULE XXXIV.

Substitutes,
specials and su-
pernumeraries.

No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the classified service, except the reserve police and permanent substitute forces of the city of Boston, shall be appointed to any permanent position without requisition and due certification for such position.

RULE XXXV.

Selection from
those certified.

1. From the names certified the appointing power shall make a selection to fill the vacant place, subject, however, to the provisions of the following clause, giving preference in appointments to certain persons.

Army and navy
preference.

2. In all cases of certification for appointment of examined persons under the Civil Service rules in accordance with the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, persons certified who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, shall be appointed in preference to other persons certified who have not a higher standing on the eligible list ; and persons thus preferred shall not be disqualified from holding a position in the Civil Service on account of any physical disability, *provided* such disability does not render them incompetent to perform the duties.

3. In the selection from the persons whose names are certified by the commissioners, the appointing officer, upon written requisition therefor, will be furnished with the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such verbal inquiries as he may deem proper. All papers furnished upon requisition as above must be returned to the commissioners with the notice of selection.

Appointing officer to be furnished with examination papers, etc.

RULE XXXVI.

In case the office requires such special qualifications that the commissioners certify that they are unable to comply with the requisition, they may, in their discretion, allow a provisional appointment, which may continue until a list of eligibles is obtained by examination, or they may authorize the appointing power to select a suitable person, who shall be subjected to a non-competitive examination, and, if found qualified, shall be certified for appointment; *provided, however*, that, whenever practicable, a competitive examination of applicants for the office shall be held.

Provisional appointment.

RULE XXXVII.

1. Every original appointment or employment in the permanent service in the first division shall be for the probationary period of six months; at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory to the appointing power, the probationer shall be absolutely appointed or employed, but otherwise be deemed out of the service.

Original appointments shall be for a probationary period.

2. The officer under whom any probationer shall serve shall carefully observe the quality and value of the service rendered by him, and shall report in writing to the appointing power the facts observed by such officer, showing the service, character and qualifications of such probationer, and such report shall be preserved on file, subject to inspection by the commissioners.

Record of probationers to be kept.

RULE XXXVIII.

Where the compensation of any person in class 8, of Schedule B, engineers, janitors, etc., of school buildings in Boston, is at a rate not exceeding three hundred dollars a

Appointment in Schedule B, class 8.

year, the commissioners may in their discretion allow appointment without examination; *provided, however*, that no person so appointed shall be transferred or promoted to a position under this rule where the compensation is at a rate of more than three hundred dollars a year, or receive greater compensation for the care of any one school building than at said rate, unless duly certified for appointment after competitive examination.

RULE XXXIX.

Commissioners
to be notified of
person selected,
etc.

Every person having the power of appointment to, or employment in, any position in the first division, shall, within ten days, give notice in writing to the commissioners of the name and place of residence of any person appointed or employed in such position, of the rejection of any such person during or after probation, and of the transfer, promotion, resignation or removal, discharge or death, of any person serving under him, with the dates thereof.

REAPPOINTMENT.

RULE XL.

Reappointment,
no examination
for.

Reinstatement
of persons dis-
missed.

1. No examination shall be required upon a reappointment of any person to the same office.

2. Any person appointed to, or employed in, any position in the first division of the classified service, after due certification for the same under these rules, who shall be found or certified to the commissioners by the proper authorities to have been dismissed or separated therefrom without fault or delinquency on his part, may be reinstated without further examination, in the same part or grade of such service at the same office, within one year next following such dismissal or separation.

TEMPORARY SERVICE.

RULE XLI.

No person shall
be appointed for
temporary ser-
vice, unless
regularly certi-
fied, except, etc.

1. Appointments for temporary service shall be made in accordance with the civil service rules, except in case of emergency, where the public business would suffer from delay in filling the position as herein provided. In no case shall such appointment or employment for an emergency continue for more than thirty days, and no reappointment or employment of the same person, or of another to the same position at the end of

such period, shall be allowed. And in every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor and the time for which the temporary appointment or employment is necessary.

2. If for any sufficient reason it shall be impracticable to certify the names of persons who have passed a competitive examination in due season for any appointment or employment in any position in the first division, the commissioners may provide for a provisional appointment by non-competitive examination or otherwise.

Provisional appointments in certain cases.

TRANSFER.

RULE XLII.

Transfer within the classified service without examination may be made from a position in one department, office or institution, to a similar position in another department, office or institution, upon the consent in writing of the heads of the respective departments, offices or institutions; *provided, however*, that no person shall be transferred from class 3 of Schedule A, clerical offices requiring special qualifications, who has never passed a competitive examination under the rules, which entitles him to be placed on an eligible list for the position to which he desires transfer.

Transfer without examination.

Police officers may be transferred from one place to another, under section 11, chapter 28, of the Public Statutes, without examination or notice to the commissioners.

PROMOTION.

RULE XLIII.

1. In class 4, Schedule B (the regular police force of the city of Boston), appointments, except to the lowest grade, shall be made by promotion, as herein provided.

Boston police promotions.

2. If, in the judgment of the appointing power, there be none in the lower grades qualified to perform the duties in such vacant positions, such positions may be filled by competitive examination, under these rules.

3. Promotions shall be made by successive grades. In case of vacancy in any position, it shall be filled by a selection from the next inferior grade, if there be any person in such grade qualified for promotion; and if there be no such person, then the promotion shall be made by selection from the next inferior grade, and so on until all the inferior grades are exhausted.

Promotions shall be based on merit.

4. No person in said class shall be promoted without passing an appropriate examination under the rules. Promotion in said class will, in all cases, be based upon the positive merit of the person promoted, and upon his superior qualifications.

Promotions in other cases.

5. In all other cases appointment by promotion shall not be subject to these rules; *provided, however*, that the provisions of clause 3 of this rule shall apply thereto; and *provided, further*, that no person shall be promoted who shall not have served one year in the lower position; and *provided, further*, that, in case the person promoted has never passed an examination under the civil service rules which entitles him to be placed on an eligible list for the position to which he is promoted, he shall pass a non-competitive examination.

SECOND DIVISION.

LABOR SERVICE.

RULE XLIV.

Schedules C and D to include day laborers and mechanics.

Under the second division of the Civil Service there shall be two schedules, to be known as Schedule C and Schedule D. Schedule C shall include all male laborers and mechanics in the employ of the city of Boston, to be designated as the labor service of the city of Boston. Schedule D shall include all male laborers and mechanics in the employ of each of the other cities of the Commonwealth, to be designated as the labor service of such city. The commissioners may, from time to time, provide for the registration and certification of such employees in any of said cities; and they may, in their discretion, discontinue such registration and certification in any of said cities whenever such city shall fail to appropriate such sum of money as, in their opinion, is necessary to provide for the full enforcement of all rules and regulations relating to

the labor service of such city. Notice of their action in each case shall be certified to the mayor of such city, and shall be published in one or more newspapers therein.

RULE XLV.

1. Applicants for labor, who produce satisfactory evidence of their capacity for labor and their habits as to industry and sobriety, shall be registered in the order of their application, at such convenient times and place or places as shall be designated by the commissioners. The register shall state the (1) name, (2) age, (3) residence, (4) citizenship, (5) number and relationship of persons depending for support upon the applicant, (6) service in the army or navy in time of war, (7) previous occupation, (8) references, (9) personal description, and such other information as may be required. Laborers, how registered.

2. When the services of laborers are required, the officer or person having the appointment or selection shall notify the commissioners, stating the number of men wanted, kind of labor for which they are wanted, and the time and place of employment; and said commissioners shall thereupon send to the officer or the person making the requisition the names and residences of twice the number of men called for (if the register contains so many), making an impartial selection, giving preference, other qualifications being equal, to those who have served in the army or navy of the United States in time of war, and been honorably discharged therefrom, and to those having families depending upon them for support. Requisition.

3. The selection shall be made from the list so furnished, and the names of those employed shall be returned to the commissioners forthwith. At the end of their term of service, the persons so employed may keep their places on the register, upon application to the commissioners and proof that their labor has been satisfactory. Selection.

4. In case the commissioners are unable to fill a requisition for laborers, the fact shall be certified to the officer making the requisition, who shall then make the selection under such regulations as the commissioners may from time to time prescribe.

5. The commissioners may make such regulations as may be necessary to identify the registered applicants, and to preserve a record of their conduct. Regulations.

Selection in
cases of emer-
gency.

6. In cases of emergency, where the temporary services of a large number of unskilled laborers are required, the officer or person having the appointment shall select by lot, or in such other equitable way as the commissioners may determine, those who present themselves for the immediate service.

OFFICES NOT INCLUDED IN RULES.

RULE XLVI.

Applicants for
offices not
covered by rules
may be exam-
ined.

Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth, or any of the cities thereof, to which these rules do not apply, the commissioners will furnish names from any list of eligible persons to fill a vacancy in such office or position; or they will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

The foregoing rules, prepared by the Civil Service Commissioners, are hereby transmitted to the Governor and Council for their approval.

CHAS. THEO. RUSSELL, JR.,
ARTHUR LORD,
EDWARD P. WILBUR,

Civil Service Commissioners.

November 19, 1889.

In Council, November 27, 1889,

Approved:

HENRY B. PEIRCE,

Secretary of the Commonwealth.

A true copy.

Attest:

WARREN P. DUDLEY,

Secretary of Civil Service Commissioners.

Due notice was given that the foregoing Civil Service Rules would go into operation on the first day of March, A.D. 1890.

AMENDMENT TO THE RULES.*

AMENDMENT TO THE CIVIL SERVICE RULES PREPARED BY THE
CIVIL SERVICE COMMISSIONERS UNDER THE AUTHORITY OF
CHAPTER 320 OF THE ACTS OF THE YEAR 1884.

Rule X, clause 2, section *d*, is hereby amended by striking out the words "twenty-two" in the second line thereof, and inserting in place thereof the word "twenty-five," and by striking out the word "thirty" in the third line thereof, and inserting in place thereof the word "thirty-three," so that said section, as amended, shall read as follows:—

d. In class 4 applicants for appointment to the police force of Boston must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.

Approved by the Governor and Council Dec. 31, 1890.

Attest: WARREN P. DUDLEY,
Secretary of the Civil Service Commissioners.

* Due notice was given that this amendment to the Civil Service Rules would go into operation on the sixteenth day of March, A.D. 1891.

OFFICES AND POSITIONS

TO WHICH THE FOREGOING RULES APPLY.

The classification under schedules A and B of the first division shall include, among others, subject to the exemptions provided by law, persons employed in the service of the Commonwealth and of the several cities in the following capacities:--

FIRST DIVISION.

Schedule A.

Accountants, Agents, Assistants, Assistant or Deputy Superintendents Book-keepers, Cashiers, Clerks, Clerks and Designers, Collectors of Samples, Copyists, Deputy Collectors, Inspectors and Examiners, Passenger and Gate Ticket-sellers, Paymasters, Purchasing Agents Registrars, Secretaries, Stenographers, Store-keepers, Time-keepers, Transportation Officers, Treasurers, Type-writers, Visitors, Visiting Agents.

Schedule B.

Detectives, Gate-keepers, Guards, Hallmen, Inspectors, Overseers, Transportation Officers, Turnkeys, Watchmen and Assistants, Yard Attendants, Yard Officers, Special, Substitute, Reserve and Regular Police Officers, Draw-tenders and Assistant Draw-tenders of bridges, Foremen and Sub-foremen of Laborers, Engineers and Janitors in the school buildings of Boston.

The classification under schedules C and D (the labor service) of the second division shall include, among others, persons employed in the cities of the Commonwealth in the following capacities:--

SECOND DIVISION.

Schedules C and D.

Aids,	Lamplighters,
Axemen,	Ledgemen,
Blacksmiths and helpers,	Lockmen,
Blasters,	Machinists,
Bracers,	Masons (stone, brick and sewer),
Brick counters and cullers,	Masons' tenders,
Brick slingers,	Measurers,
Bridge cleaners,	Oilers,
Cabinet makers,	Painters,

SECOND DIVISION — Concluded.

Carpenters (sewer, house and ship),	Pavers,
Calkers,	Pipe layers,
Coal posers,	Plumbers and helpers,
Concrete, cement and mortar mixers,	Powder men,
Coppersmiths,	Pruners,
Coopers,	Rammers,
Curbstone setters,	Repairers,
Deckhands,	Riggers,
Derrick men,	Rockmen,
Drillers,	Sodders,
Dump men,	Stablemen,
Engineers' aids,	Stonecutters,
Firemen,	Tally-men,
Gardeners,	Teamsters and drivers,
Gas fitters,	Tinsmiths,
Gatekeepers,	Tool keepers,
Glaziers,	Tool sharpeners,
Graders,	Wagon builders,
Grave-diggers,	Watchmen,
Harness makers and cleaners,	Wharfingers,
Hosemen,	Wheelwrights,
Hostlers,	Yardmen,
Horseshoers,	Common laborers.

GENERAL REGULATIONS

ADOPTED BY THE

CIVIL SERVICE COMMISSIONERS.

THE CHIEF EXAMINER.

1. The chief examiner shall, so far as practicable, attend the examinations held by the several boards of examiners.

He shall take care to secure accuracy, uniformity and justice in the proceedings of all examiners and boards of examiners under the rules and regulations; and such proceedings and all papers appertaining thereto shall at all times be open to him. He shall also, from time to time, inspect the proceedings and papers connected with examinations under the civil service rules, and shall make report of such inspection to the commissioners.

2. He shall prepare and submit to the commissioners proper schemes for examinations, and forms for blanks and records.

He shall take care that the rules and regulations are complied with, and shall bring any case of their infraction, or of injustice or irregularity, observed by him, to the attention of the commissioners. It shall be his duty, from time to time, to confer with the heads of departments, offices and institutions of the Commonwealth, and the several cities thereof, concerning the regularity, sufficiency and convenience of the examinations for the service under them. He shall perform such other appropriate duties as may be specified in these regulations, or otherwise assigned to him by the commissioners.

THE SECRETARY.

3. The secretary shall keep the records of the proceedings of the commissioners, and have charge of, and be responsible for, the safe keeping of the books, records, papers and other property in their office. He shall make such certification as the commissioners may direct of those eligible for appointment or employment. He shall generally conduct the correspondence of the commissioners, and perform such other appropriate duties as they may assign to him.

EXAMINERS.

4. Regular boards of examiners shall consist of not less than three nor more than five members, one of whom shall act as secretary; and a majority of any board may conduct an examination in the absence of the other members. The secretary of each board shall keep a complete record of its proceedings, and of all the examinations held by it, in such form as the commissioners may prescribe.

5. The board of examiners for each city shall promptly notify the commissioners of the need of holding an examination in and for such city; and thereupon the chief examiner shall, under the direction of the commissioners, issue authority therefor, and shall prepare questions and supervise the other preliminary arrangements.

6. The boards of examiners shall conduct the examinations, and estimate and mark the standing of the persons examined, or in a non-competitive examination shall mark the qualifications of the person examined.

7. Special boards will be selected, and special regulations for examinations will be issued by the commissioners when expedient.

8. No examiner or person serving under the commissioners shall attempt to influence the selection of any person for the civil service.

9. The examiners shall preserve order and decorum at examinations, and prevent any interference, by conversation or otherwise, with those under examination.

10. Each examiner will exercise diligence in securing fairness and preventing collusion and fraud in the examinations.

11. No examiner shall disclose, unless by consent of those examined, the results of the examination.

12. Any person, after receiving official notification of his standing, as ascertained by a competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

13. Complaints of any injustice or unfairness on the part of any examiner or examining board, or by any one acting under the commissioners, may be made in writing to the commissioners, who will act as substantial justice in the premises may require.

14. Each examiner shall be entitled to receive from the appropriation for the expenses of administering the civil service law, ten cents for each applicant whose examination he shall attend, and fifteen cents additional for each set of examination papers he shall mark; the total number of papers prepared by one applicant

being considered a set. For the additional service rendered by the secretary of each board of examiners of cities other than Boston, in registering the eligibles, certifying the same, conducting necessary correspondence, and in other ways, he shall be entitled to receive from the same appropriation the additional sum of fifteen cents for each eligible so registered.

15. When a civil service examiner becomes an applicant for a position within the classified civil service, his office as examiner shall be declared vacant.

COMPETITIVE EXAMINATIONS.

16. Applicants must present themselves punctually at the times and places specified in their official notices to attend, and they will be admitted to examination upon the production of such notices.

17. Each applicant in a competitive examination shall first be presented with a declaration paper, on which he will write his name, age, residence, examination number, etc., after which he will place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope shall not be opened until after all his examination papers are marked.

18. The sheets of questions will be numbered, and will be given out in the order of their numbers, each after the first being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

19. The subjects of, and the time allowed for, the examination, will be announced before the first paper is given out.

20. Applicants for appointment in classes 2 and 4, Schedule B (the fire and police departments of the city of Boston), shall be examined by the city physician to test their physical soundness, and no one who fails to pass such examination shall be eligible for appointment.

Each applicant who shall have passed such examination, and also the educational examination, shall be required to undergo such further physical examination as the commissioners may from time to time prescribe, adapted to ascertain his special fitness for the service for which he has applied.

Such examination shall be made by a physical examiner, to be appointed by the commissioners, and shall be recorded upon blanks provided for the purpose, upon which each required qualification shall be entered, and shall be marked with the percentage

of excellence which the several applicants shall respectively be found to possess.

The percentage of each qualification shall be multiplied by the weight prescribed for each by the commissioners ; and the quotient found by the division of the aggregate of value so arrived at of each applicant, by the aggregate of weights, shall constitute the percentage of condition of such applicant.

No applicant shall be placed upon the eligible list whose standing either in strength or condition shall fall below sixty-five per cent.

When an applicant for police or fire service in Boston fails to obtain sixty-five per cent. in either strength tests or development, he shall not be re-examined in those subjects until after he has filed a new application and undergone another examination as a new applicant. [1, 9, '91.]

To determine the standing of applicants for appointment in Class 4, Schedule B (the police force of Boston), the physical examination shall have equal weight with the educational examination ; in Class 2, Schedule B (the fire force of Boston), the physical examination shall have twice the weight of the educational examination.

21. Applicants for fire service in Boston, who have passed the examination and are on the eligible list for appointment to the permanent substitute force, may be certified for appointment to the call force upon the percentage obtained in their educational examination : *provided, however*, that such certification, or appointment in the call force, shall not affect their standing on the eligible list for the permanent substitute force.

22. Applicants for positions as watchmen and turnkeys in the State Prison and Massachusetts Reformatory shall undergo such physical examination by one of the medical examiners of the Commonwealth as may be from time to time prescribed by the commissioners.

NON-COMPETITIVE EXAMINATIONS.

23. In cases where a non-competitive examination may be needed, either to test the capacity of applicants for any part of the service which requires peculiar information or skill, or to fill a position for which there are no suitable candidates or the eligible list, or for promotion, or temporary appointment, or otherwise, the commissioners will provide for such examination.

24. Applicants for non-competitive examinations shall fill out and make oath to the proper application paper (without certificates) ; but any person named by the appointing power for non-

competitive examination may file such paper at any time before undergoing the examination.

25. The non-competitive examination shall conform, as nearly as practicable, in subject, questions and marking, to the competitive examination of the same grade.

26. Non-competitive examinations shall, in the absence of any special regulations to the contrary, be conducted by the chief examiner, and the papers marked by him with the assistance of such person as he may select.

SPECIAL EXAMINATIONS.

27. Applications for any special examination must be made in the form prescribed by the commissioners, and must be accompanied by certificates, as required in cases of ordinary applications.

28. Whenever a special examination is to be held, proper notice shall be given by advertisement or otherwise.

29. Each special examination shall embrace the subjects approved by the commissioners, after consultation with the head of the office concerned, or the special examining board for such office; and shall, so far as appropriate, be conducted under the general regulations, as to the marking of examination papers and the grading of persons examined.

30. A special record of applicants, and a special register of eligible persons, shall be kept for each part of the service, or office requiring special examinations; and when the commissioners or the proper examining board shall be notified by the appointing officer of a vacancy in such part of the service, certification shall be made to him of the names of the three persons graded highest on the special list of persons eligible for the same.

31. In case competent special applicants do not apply, after suitable notice, the appointing officer may be authorized to select a person for non-competitive examination.

MARKING.

32. Each examination paper shall be reviewed by a majority of the examiners conducting the examination; and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper.

33. The papers in each subject shall, whenever practicable, be examined, compared and marked before the papers in another subject are examined.

34. The marking of each question or subject shall be made

on a scale of 100, which shall represent entire accuracy; and 0 shall represent entire ignorance. Handwriting will be judged by its legibility, uniform and correct formation of letters and ease of execution. Upon a comparison of the handwriting of all, the best and worst should be first determined, and the two extremes of the scale thus fixed; the others should be marked relatively to them. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots and other evidences of carelessness, will reduce the marking below 100. Abstracts or summaries of documents, and letter-writing, will be marked as in handwriting, by determining the best and worst examples; and the examiners, having marked these, will then mark the others proportionately.

35. In each of the other subjects, each question shall be marked on a scale of 100; and the sum of such markings, divided by the number of questions in that subject, shall determine the standing on such subject.

36. In marking the examination papers of applicants for police, prison and fire service, orthography shall not be marked as a subject to which a special weight is attached; but errors in orthography shall be taken into account in marking the exercises in copying, letter-writing and reporting.

37. The following examples show the method by which the standing of each competitor is obtained. The weights here given to the different subjects are not to be regarded as the standard weights; these, and also the subjects, will be varied to meet the requirements of the position to be filled.

EXAMINATION OF

(For a position in Class 1, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	80	4	320
Dictation,	75	2	150
Copying rough draft,	70	3	210
Orthography,	85	1	85
Arithmetic,	82	3	246
Composition,	70	2	140
	—	15	1,151
General average standing,	—	—	76 $\frac{11}{15}$

EXAMINATION OF

(For a position in Class 2, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	85	4	340
Dictation,	90	2	180
Copying rough draft,	96	3	288
Orthography,	100	1	100
Arithmetic,	80	3	240
Interest and discount,	75	2	150
	—	15	1,298
General average standing,	—	—	$86\frac{8}{15}$
<i>Optional Subjects.</i>			
Ornamental writing,			80
Stenography,			92
Book-keeping,			85

EXAMINATION OF

(For position in Schedule B.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	70	2	140
Copying,	80	2	160
Clearness and correctness of statement,	75	3	225
Experience,	80	3	240
Arithmetic,	70	2	140
Local data; duties,	70	3	210
	—	15	1,115
Educational qualifications,	—	—	$74\frac{5}{15}$
Physical qualifications,	—	—	85
	—	2	$159\frac{5}{15}$
General average standing,	—	—	$79\frac{2}{3}$

It will be observed that the standing on each subject is multiplied by the weight given that subject, and the product placed in the third column; the sum of these products, divided by the sum of the weights, gives the general average standing.

ELIGIBLE LIST.

38. The names of those found eligible shall be enrolled upon a register in form prescribed by the commissioners.

39. Priority of date in examination will give no advantage in position on the eligible list.

40. The names of persons placed on the eligible list in Class 2 of Schedule A (the higher clerical service) may also, upon request in writing, be placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

41. Persons whose names are on the eligible list for the prison service of a city, and who are citizens of the United States and have resided in the Commonwealth for the year next preceding the date of their application, may, upon request in writing, have their examination papers marked by the State Board of Examiners; and, if they are found qualified, their names may be placed on the eligible list for the prison service of the Commonwealth. Persons whose names are on the eligible list for the prison service of the Commonwealth, who have been residents of the city in which they reside for six months, may, upon request in writing, have their examination papers marked by the board of examiners for the city in which they reside; and, if they are found qualified, their names may be placed on the eligible list for the prison service of said city.

42. Persons whose names have been on an eligible list one year, may, upon request in writing, and satisfactory evidence in regard to health and other qualifications, be continued upon the eligible list without further examination for a second year.

CERTIFICATION.

43. In all cases of certification, the appointing officer is entitled to three names. He can make requisition to fill each vacancy, and receive three names; or, for his own convenience, unless otherwise ordered in any particular case by the commissioners, in cases where more than one vacancy exists, he can, in one requisition, call for names to fill all the vacancies. In that case he will receive together the names he would have received in separate certifications. As no person under the rules is entitled to certification more than three times except by consent of the appointing power, this proportion shall be as follows: For one vacancy, three names shall be certified; for two vacancies, four names; for three vacancies, five names; then for each multiple of three vacancies, the same multiple of five names; for one vacancy

over a multiple of three, three names additional to those prescribed for such multiple; for two vacancies over a multiple of three, four names in addition to those prescribed for such multiple. For example:—

For 1 vacancy certify 3 names.

2 vacancies	"	4	"
3	"	5	"
4	"	8	"
5	"	9	"
6	"	10	"
7	"	13	"
8	"	14	"
9	"	15	"
10	"	18	"

For 11 vacancies certify 19 names.

12	"	"	20	"
13	"	"	23	"
14	"	"	24	"
15	"	"	25	"
16	"	"	28	"
17	"	"	29	"
18	"	"	30	"
19	"	"	33	"
20	"	"	34	"

44. Whenever an officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint to office a smaller number than that of the vacancies named by him, he shall not make the selection therefor from the whole number certified to him, but only from that number of names standing highest upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled. In case of doubt what that number would be, he will apply to the commissioners for information before making selection.

45. No one who may be examined upon any subject of a technical or special character, in addition to the general or limited examination, shall be entitled to be certified for appointment, if his standing in such subject shall be less than sixty-five per centum of complete proficiency.

46. All the applicants for promotion in the Boston police force who pass the regular examination in penmanship, orthography, composition, arithmetic and the duties of the office, shall be certified to the Board of Police. Those who served in the military or naval forces of the United States in time of war, and received an honorable discharge therefrom, shall be indicated; and such persons shall be preferred for appointment.

47. In case a person upon any register shall, by reason of ill-health or physical incapacity, in the judgment of the commissioners, become manifestly disqualified for the service for which he or she is registered, the commissioners may direct that such person be not certified; and the commissioners must be informed by the proper examining boards of each case of such disqualification.

48. The applicant affected by such suspension, or refusal of an examination, may make complaint in writing to the commissioners, who will take proper action thereon.

GENERAL PROVISIONS.

49. In case any applicant makes any false statement for the purpose of securing an examination or preference, or has been guilty of bad faith or fraud, and in case *prima facie* evidence shall be presented to the board of examiners that any person on a record or register is, by reason of bad character or dissolute habits, or any criminal or disgraceful act committed by him, or of his dismissal for good cause from the public service, not a fit person to be examined, marked or certified, it will be the duty of the board to report upon the matter fully and promptly to the commissioners; and the marking, grading or certification of such person shall be suspended, pending the action of the commissioners upon the subject. Upon such report to the commissioners, or the production of any other evidence, the commissioners will make the proper investigation and give appropriate direction to the board of examiners.

50. The commissioners cannot advise persons as to vacancies in the service, nor furnish any information as to the duties, salaries, course of promotion, or other conditions of positions and offices, except such as may be found in printed regulations. No advice can be given as to the course of preparation that applicants should follow, nor can specimens of the examination papers be furnished.

51. Every application paper and accompanying certificates will remain on file in the office of the commissioners or boards of examiners, and under no circumstances or conditions will the originals be returned to the applicant.

SPECIAL REGULATIONS

IN RELATION TO THE

EMPLOYMENT OF LABORERS AND MECHANICS.

1. Men who seek employment as laborers or mechanics shall apply for registration at the civil service labor office, in their respective cities, at such times as may be designated by the commissioners. When the applicants for work as common laborers, or as skilled laborers or specialists, are, in the opinion of the commissioners, sufficient to meet all probable demands for a period of six months or more, registration of the class for which the supply is sufficient shall cease, except in the case of persons who have served in the army or the navy of the United States in time of war, and received an honorable discharge therefrom, and who produce the requisite certificates as to character and capacity.

2. No applicant for the labor service who may have acquired, by reason of previous registration or previous service, the right to register in the second division of the classified service at the time when the eligible list is closed to general registration, shall retain such right unexercised for a longer period than two years, except by vote of the commissioners.

3. Laborers employed as boys, and receiving boys' pay, who have served as such two years, may, at the request of the head of the department in which they have served, be allowed to register at any time as laborers in the classified service.

4. Each applicant must produce a certificate, signed by two reputable citizens of his city, of his capacity for labor and his habits as to industry and sobriety: *provided, however*, that in the case of a person honorably discharged from the services of the city, a certificate by the officer under whom he served, of his capacity and good conduct, may be accepted, in the absence of evidence to the contrary, as sufficient. When the applicant desires

to be registered for any other service than that of a common laborer, he will be required to produce a certificate, from some competent person or persons, of his ability to do the special kind of work for which he alleges capacity, and for which he desires to be certified.

5. The registration clerk shall require each applicant to state, under oath, his name, residence, citizenship, age and number of persons depending upon him for support; his services, if any, in the army or navy in time of war; his present employment and past occupation; and such other facts as the commissioners may deem necessary to show his capacity for labor and his habits as to industry and sobriety.

6. The clerk shall append to each statement a brief personal description of the applicant, and any notes that may serve to show his capacity for the service sought. Where the applicant appears to possess very superior physical qualifications, the fact will be noted. The certificates produced by each applicant shall be attached to his statement, and placed in an envelope bearing his name and number.

7. Before entering the name of any applicant on the register, such further inquiry may be made in regard to his character and capacity as the commissioners may deem practicable or expedient.

8. When it shall appear from the evidence presented that an applicant is capable and of temperate and industrious habits, the clerk shall place his name on the register.

9. In case an applicant, who has made a sworn statement as hereinbefore provided, is found to be unfit or in any way disqualified to perform the service which he seeks, his name shall not be entered on the register, and the reason therefor shall be endorsed on the applicant's statement.

10. When the services of laborers are required in any department to which the rules apply, the head of the department, or other officer thereto duly authorized, shall make a requisition upon the commissioners for the number of laborers wanted, specifying the kind of service for which they are wanted.

11. Upon the receipt of such requisition, the clerk, under the direction of the commissioners, shall send to the officer making the requisition double the number of names called for, if the register contains so many, stating the following particulars in regard to each; namely, registration number, name, residence, citizenship, age, number in family, service in army or navy in time of war, kind of labor for which he alleges capacity, references, and such other information as the commissioners may direct.

12. In filling requisitions for laborers and mechanics, preference

will be given, other things being equal, to those on the register who have had experience in city work, those who have served in the army or navy in time of war, and those having families depending upon them for support. When the service calls for men possessing superior physical qualifications, the officer making the requisition will so state; and the selection will, so far as practicable, be made from those marked at the time of registration as possessing such qualifications.

13. Whenever the commissioners shall be unable to fill a requisition for laborers, and shall certify such fact to the officer making the requisition, and permit him to make the selection himself, the laborers so selected shall present themselves at the civil service labor office, in their city, for registration in the manner and under the condition prescribed for those seeking employment, as set forth in special regulations in relation to the employment of laborers: *provided*, that the commissioners may suspend this regulation in emergencies, when, in their opinion, the good of the service shall require such action.

14. Whenever an officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection therefor from the whole list certified to him, but only from the number of names standing first upon said list double the number he shall actually employ.

15. When the head of the department or other officer has selected and employed such of the persons named on said list as he may require, he shall forthwith return to the commissioners' office a list of the persons so selected, stating the kind of work for which they have been employed. In case any of the persons certified fail to respond to the call of the head of the department or other officer, or decline the employment offered, or withdraw from the service without good cause, the registered numbers of such persons shall be returned to the commissioners with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

16. When a laborer in any of the departments coming within the rules is discharged or dropped from the pay-rolls, a certificate of the fact shall be sent to the commissioners, on a form provided therefor, stating the name of the person, his registration number, the date of his employment, the kind of work on which he was employed, the date of his discharge, the cause, and whether his conduct and work have been satisfactory.

17. If the person so discharged or dropped desires to have his name restored to the register, he can apply at the registration

office; and, if it appears that his conduct and work have been satisfactory, and that he is a man of good habits and able-bodied, it will be done.

18. When a person is discharged from the labor service for "loitering," "incompetence," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions hereinbefore prescribed for men discharged for "incompetency," etc. In case a person is discharged a second time for any of the causes named, he shall not be eligible for registration again, except by special vote of the commissioners.

RULINGS OF COMMISSIONERS.

I. RULINGS UPON CONSTRUCTION OF THE CIVIL SERVICE ACT.

1. "*Shall supervise the administration of the rules.*" [Civil Service Act, sect. 2.] The jurisdiction conferred by the Act upon the Civil Service Commissioners is to prepare civil service rules and supervise their administration. They are not required to supervise the administration of those provisions of the Civil Service Act which have force and effect wholly separate and apart from the rules.

2. "*May be given a general or a limited application.*" [Civil Service Act, sect. 14.] Their limitation may be geographical or subjective. The rules may be applied to certain cities and to certain classes of public offices. (*See Opinion of Justices of Supreme Judicial Court, 138 Mass. 601.*)

3. "*In time of war.*" [Civil Service Act, sect. 14, clause 6; and Rule XXXV, clause 2.] Actual service under General Custer against the Indians held to give preference.

4. "*Conviction*" [Civil Service Act, sect. 4] is not limited to mean merely the conviction by a verdict or plea of guilty, but fairly includes a final judicial determination or judgment before the right to appointment or employment in the public service can be denied to any citizen otherwise qualified. [1, 25, '89.]

5. "*Elective*" [Civil Service Act, sect. 15] means elective by the people. It does not refer to the method by which the appointment is made.

6. "*Subject to confirmation*" [Civil Service Act, sect. 15] includes officials elected by the confirming body.

7. "*Officers for the faithful,*" etc. [Civil Service Act, sect. 15] does not include ordinary cases, where the official gives a bond simply for the faithful discharge of the duties of his office, and his responsibility for the fidelity and good conduct of his subordinates is not specified.

8. "*Chief superintendents and marshals of police departments.*" Assistant or deputy marshals are not included in this exemption. They are not within the language or intention of the exemption. The word "chief" is used here as an adjective, meaning the "principal." (*See report for 1886, page 96.*)

9. "*They may designate persons in the official service.*" [Civil Service Act, sect. 20.] This does not exclude private citizens.

II. RULINGS UPON CONSTRUCTION OF THE RULES.

10. *Increase of Age.* — A person examined and found eligible for appointment is not rendered ineligible for appointment or continuance on the eligible list by the fact that he has passed the maximum age limit after filing his application.

11. *Alien Women.* — A woman who is not native born, and who has never been naturalized, is not a citizen of the United States within the meaning of the rules, unless her parents were native born, or were naturalized during her minority.

12. *Height and Weight.* — In the physical examination for the fire and police services of the city of Boston, applicants shall be measured in bare feet and weighed naked. [6, 27, '87.]

13. "*Sixty-five percentum of complete proficiency in the first three subjects.*" [Rule XXI, clause 3.] Under this Rule, to determine whether an applicant has obtained the required per centum, the average of all the papers upon each subject must be taken, and the relative weights applied. [12, 20, '86.]

14. *Marking.* — Under Rule XXI, the "standing upon a just grading," "in each of the obligatory subjects," shall be construed to mean the standing upon such subjects after the weights prescribed by the commissioners have been applied and the average obtained. [12, 20, '86.]

15. "*Persons may be certified more than three times.*" [Rule XXIX, clause 1.] This does not apply to a person who, at the time of certification, is not one of the three highest on the eligible list, and the rule does not in any case enlarge the number of persons to be certified. [8, 20, '86.]

16. *The Request of an Appointing Officer.* — Under Rule XXIX, clause 1, the request of an appointing officer to the further certification of a person after a certification three times must be made at the time of making requisition. When such request is made, the said person shall be restored to the eligible list for certification to such appointing officer, if the limit of time for which his name was originally placed on the list has not expired, and his standing places him within the number entitled to be certified on said requisition. [1, 30, '88.]

17. *City Marshal appointed Police Officer.* — The city marshal of Worcester, holding an appointment as a police officer of the city, independent of his appointment as city marshal, so that his removal from or suspension in the latter office would not vacate his warrant as a police officer, can be reappointed a police officer at the expiration of his term, without examination, in the same manner as other regular police officers within the classified service.

18. *Appointment after Dismissal.* — A person who was in the service when the civil service rules went into operation, and who afterwards resigned or was dismissed without any fault or delinquency, can be restored to the service only in accordance with the civil service rules, as in case of an original appointment. [4, 23, '86, and 3, 11, '90.]

19. *Eligible List.* — When a person whose name is on more than one eligible clerical list receives a permanent appointment through certification from either of said lists, his name shall be dropped from all such lists. [3, 11, '90.]

20. *Re-appointment after Previous Service.* — In those departments of the State or the cities where the services of clerks are required during only a part of the year, the persons who have been heretofore employed in such service may be re-employed for the same service without being certified under the rules: *provided*, always, that the employment is as continuous and prolonged as its nature will permit. There is clearly a distinction to be made

between such service and the permanent service. While the former furnishes a proper basis for reappointment for the same position, it does not establish such a relation to the service as would justify transfer or promotion to a permanent position without examination, as provided in clause 5 of Rule XLIII.

21. *Permanent Appointment.* — Under civil service Rule XXXVII, a person must serve six months from the date of his appointment upon certification before he can receive a permanent appointment. [3, 14, '90.]

22. *Temporary Service.* — When a requisition is made to fill a vacancy in any permanent position included in Schedule A, and a person certified and appointed under the civil service rules is performing temporary service in the office or department from which the requisition is made, such person shall, for all purposes of certification, be deemed on the eligible list. [6, 7, '85.]

23. *Transfer for Temporary Service.*—A person who has been employed during the year in temporary clerical service in the assessors' office may be transferred, without examination, for temporary clerical service in the office of the registrars of voters, provided his name appears upon the roll in this office as one of the temporary clerks in the assessors' office, and the transfer is made in accordance with the provisions of the rules. [6, 15, '86.]

24. *Transfer.*—A person in the prison service of a city may be transferred to a position in the prison service of the Commonwealth, upon the request of the head of the institution desiring his services, and the consent of the head of the institution where he is employed at the time.

25. *Emergency.*—The only emergency which will justify a temporary appointment, without previous requisition, is one where the public business will suffer from delay in filling the position as provided by the rules. This definition necessarily excludes all cases where another employee in the same office can perform the duties of a suddenly vacated position during the brief period needed for filling a requisition; all cases where extra work comes upon an office, when a reasonable exercise of forethought would give time to provide for it regularly by making requisition for additional help; all cases where an immediate filling of a vacancy is desirable, without being essential to the good of the service; and similar cases.

26. *Special Police Officers from Eligible List.*—Special police officers who have been appointed from the eligible list, although having a permanent appointment, are, by reason of the intermittent nature of their service, entitled to be retained on the eligible list for appointment as regular police officers. [10, 9, '86.]

27. *Local Ordinances and Regulations.*—The civil service commissioners will take cognizance of local ordinances and rules and regulations in regard to the age, residence and citizenship of persons appointed to or employed in any position in the classified service, in the several cities of the Commonwealth, provided that such local ordinances or rules or regulations are not contrary to the civil service rules approved by the Governor and Council. [12, 16, '85.]

28. *Probationary Period.*—Cases of promotion are not original appointments, in the sense that service for a probationary term will be required. [12, 20, '86.]

29. *Laborers, Promotion of.*—Laborers cannot be promoted to offices in the first division of the classified service by non-competitive examination. [6, 3, '89.]

30. *Health Officer.*—Whenever the duties prescribed for the health officer of a city are such as can only be performed by a physician, such position is not within the classified civil service. [6, 6, '89.]

31. *Clerks, Promotion of.*—When the pay of a clerk is increased so as to raise the annual compensation from a sum less than eight hundred dollars to the sum of eight hundred dollars or over, it is equivalent to promotion from one class to another; and the person whose pay is so increased must be subjected to a non-competitive examination, unless he has already passed an examination for the higher clerical service.

32. *Fire Department of Boston.*—Call substitutes can be appointed by the fire commissioners, without the intervention of the civil service commissioners; but such substitutes cannot be appointed in the call force, or as permanent substitutes, without undergoing examination in the same manner as is required for admission to those branches of the service.

All assignments for duty in the regular force, in positions below

that of lieutenant, may be made by the fire commissioners, without the intervention of the civil service commissioners.

In all other cases where a vacancy occurs, it shall be filled by a selection from the next inferior grade, if there be any person in such rank fit for promotion; and if there be no such person, then the promotion shall be made by selection from the next inferior grade, and so on, until all the inferior grades are exhausted: *provided, however*, that no person in said class shall be promoted without passing an appropriate examination.

III. RULINGS UPON CLASSIFICATION OF THE PUBLIC SERVICE.

33. *Experts in Bureau of Statistics of Labor.* — The experts and special investigators, employed from time to time for temporary service in the Bureau of Statistics of Labor, are not included in the present classified service of the Commonwealth.

34. *Assistant Superintendent of Lyman School.* — The office of assistant superintendent of the Lyman School for Boys at Westborough, is not within the present classified service.

35. *Indexer of Public Statutes.* — The person annually appointed, under chap. 238 of the Acts of 1882, to prepare tables for publication in the "Blue Book," showing the annual changes made in the Public Statutes and in all subsequent general legislation, is not within the classified service.

36. *Analysts and Chemists.* — The analysts and chemists provided for by chap. 263 of the Acts of 1882, relating to the adulteration of food and drugs, are not included in the classified service. The inspectors provided for under the same statute are within the classified clerical service.

37. *Treasurer of Overseers of the Poor.* — Owing to the peculiar qualifications required of the treasurer of the Overseers of the Poor in Boston, it was held that the office does not come within the provisions of Rule VI, clause 2, defining the clerical service, and, therefore, is not within the classified service.

38. *Assistant Assessors.* — First and second assistant assessors of taxes in Boston are not within the classified service, as the duties of the office do not come within either of the classes mentioned in Rule VI.

39. *Watchmen.* — Watchmen for night service, appointed under authority of a city ordinance by the mayor and aldermen, and paid by the city, are held to be members of the regular police force of the city, within the civil service rules.

40. *Superintendent of Pier.* — The person in charge of the pier at the Marine Park in South Boston is within the classified service, and comes under the head of Park Police and Watchmen, Schedule B, Class 1.

41. *Boys.* — Laborers employed as boys, and receiving boys' pay, are not within the classified labor service.

42. *Visitor of Overseers of the Poor.* — The visitor or secretary of the Board of Overseers of the Poor, when a member of the Board, is not within the classified civil service, in such case the performance of the duties of visitor or secretary being held to be the assumption of additional duties as a member of the Board; but such person, who has been appointed without certification, by reason of his membership of the Board, to any office in the classified service, cannot continue to hold such office after ceasing to be a member of the Board. [2, 28, '88.]

43. *Laborers employed patrolling Park Grounds.* — Held, that it would not be a violation of law on the part of the park commissioners of Boston to employ, on special occasions, in the duty of patrolling and guarding the park grounds, laborers regularly in the service of the department, provided that such employment does not operate to increase their pay or to change their character as laborers. [5, 25, '88.]

44. *Classified Offices.* — Persons employed by the city of Boston as clerks, watchmen, laborers, etc., in work of the city outside the city limits, are within the classified civil service. [11, 14, '90.]

CIVIL SERVICE COMMISSIONERS.

CHARLES THEODORE RUSSELL, JR., *Chairman*, CAMBRIDGE.
ARTHUR LORD, PLYMOUTH.
EDWARD P. WILBUR, BOSTON.

Chief Examiner.

HENRY SHERWIN, JAMAICA PLAIN.

Secretary.

WARREN P. DUDLEY, CAMBRIDGE.

Registration Clerk, — Labor Office.

GEORGE H. JOHNSON, BOSTON.

EXAMINERS.

For the Commonwealth Service.

WILLIAM D. HAWLEY.
FREDERICK G. PETTIGROVE.
JAMES W. RICKER.
ELIZABETH C. PUTNAM.
HOSEA M. KNOWLTON.
SAMUEL A. GREEN.
HIRAM Q. SANDERSON.
BENJAMIN PETTEE.

FREDERICK L. COBURN.
WILLIAM O. ROBSON.
ANNE M. ROBBINS.
JAMES TUCKER.
LEMUEL POPE.
XANTHUS H. GOODNOUGH.
CHARLES E. DAVIS.

For the City of Boston.

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THOMAS FAY, Jr.
JOSEPH H. JENKINS.
THOMAS F. TEMPLE.
JOSEPH D. FALLON.
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JAMES TUCKER.
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XANTHUS H. GOODNOUGH.
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JOHN H. MCCOLLOM.
RUSSELL D. ELLIOTT.
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FREDERICK G. PETTIGROVE.
FREDERICK L. COBURN.
HENRY M. NOURSE.

For the City of Brockton.

AUGUSTUS T. JONES.
DEWITT C. PACKARD.
GEORGE E. KEITH.

For the City of Cambridge.

SAMUEL L. MONTAGUE.
WALTER W. PIKE.
MICHAEL CORCORAN.

For the City of Chelsea.

FRANK B. FAY.
D. FRANK KIMBALL.
JOHN C. HALL.

For the City of Fall River.

HENRY K. BRALEY.
CHARLES J. HOLMES.
EDWARD F. MURPHY.
WILLIAM B. LOVELL

For the City of Fitchburg.

FRANCIS BUTTRICK.
JOHN J. SHEEHAN.
WALTER A. DAVIS.

For the City of Gloucester.

WILLIAM A. HOMANS, Jr.
CHARLES H. MORROW.
FREDERICK A. PEARCE.

For the City of Haverhill.

JOHN A. GALE.
IRA A. ABBOTT.
DUDLEY PORTER.

For the City of Holyoke.

ASHTON E. HEMPHILL.
WILBERT T. DEAN.

For the City of Lawrence.

CHARLES U. BELL.
WILLIAM T. KIMBALL.
PATRICK MURPHY.

For the City of Lowell.

JOSEPH SMITH.
CHARLES H. CONANT.
JOHN J. COLTON.

For the City of Lynn.

ALFRED A. MOWER.
RUFUS KIMBALL.
WALTER E. SYMONDS.

For the City of Malden.

ALONZO P. MOORE.
JOHN E. FARNHAM.
HENRY E. TURNER, Jr.

For the City of Marlborough.

EDWARD R. ALLEY.
WILLIAM L. MORSE.
JOHN L. STONE.

For the City of New Bedford.

GEORGE H. DUNBAR
DANIEL B. LEONARD.
WILLIAM N. SWIFT.

For the City of Newburyport.

HENRY B. LITTLE.
OLIVER B. MERRILL.
JOHN F. YOUNG.

For the City of Newton.

LUCIUS G. PRATT.
DWIGHT CHESTER.
FREDERICK L. THAYER.

For the City of Northampton.

OLIVER WALKER.
ARTHUR WATSON.
J. H. DEMOND.

For the City of Quincy.

WILLIAM B. WHITE.
HARRY L. RICE.
CHRISTOPHER A. SPEAR.

For the City of Salem.

JOSEPH P. FESSENDEN.
A. AUGUSTUS SMITH.
CLIFFORD BRIGHAM.

For the City of Somerville.

CHARLES S. LINCOLN.
GEORGE I. VINCENT.
HORACE C. WHITE.

For the City of Springfield.

CHARLES H. CHURCHILL.
ALBERT T. FOLSOM.
HIRAM Q. SANDERSON.
SAMUEL B. SPOONER.

For the City of Taunton.

JOHN H. GALLIGAN.
GEORGE A. WASHBURN.
ABNER COLEMAN.

For the City of Waltham.

LUMAN N. HALL.
CORNELIUS MCCORMICK.
HENRY S. MILTON.

For the City of Woburn.

PHILIP K. RICHARDSON.
DAVID F. MORELAND.
CHARLIE A. JONES.

For the City of Worcester.

JAMES EARLY.
FREDERICK W. SOUTHWICK.
GEORGE H. MELLEN.

AUGUSTUS H. BROWN, *Physical Examiner.*

ANDREW J. SAVAGE, *Examiner in the Use and Handling of Steam.*

APPLICATION PAPER.

DIRECTIONS.

1. All the statements in this application are to be made under oath or affirmation.

2. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list, or discharge during or after probation.

3. The application paper must be filled in the applicant's own handwriting.

4. Send application after being filled out, if for service in the departments of the Commonwealth or the city of Boston, addressed to the "Civil Service Commissioners, 5 Pemberton Square, Boston, Mass." If for local service in the departments of any other city, send application to the chairman or secretary of the board of examiners of the city in which the service is sought.

5. Applicants for appointment in the prison service (Class 1, Schedule B) shall not be less than twenty-two nor over forty years of age. Applicants for appointment in the police service of cities other than Boston (Class 3, Schedule B) shall not be less than twenty-two nor over forty years of age. Applicants for appointment in the detective or inspection service of the district police (Class 3, Schedule B) shall not be less than twenty-two nor over fifty-five years of age: *provided, however*, that the limitations as to age in the foregoing classes shall not apply to watchmen in public buildings or public institutions, or to persons who served in the army or navy of the United States in time of war, and received an honorable discharge therefrom. Applicants for appointment in the State Prison and Massachusetts Reformatory (Class 1, Schedule B), inspection and detective forces of the district police, and police service of cities other than Boston, shall not be less than five feet eight inches in height, in ordinary dress, and weigh not less than one hundred and forty pounds. Applicants for appointment in the fire service of Boston (Class 2, Schedule B) must not be less than twenty-two nor over thirty years of age, and not less than five feet six inches in height, in bare feet, and weigh not less than one hundred and thirty pounds naked. Applicants for appointment in the police service of Boston (Class 4, Schedule B) must be not less than twenty-five nor over thirty-three years of age, and not less than five feet eight inches in height, in bare feet, and weigh not less than one hundred and forty pounds naked.

6. There is no limitation as to the age, height or weight of applicants for positions as clerks, draw-tenders, foremen, inspectors (Schedule B, Class 7) and janitors.

7. No recommendations or certificates other than those provided for at the end of this blank will be received.

8. Applicants will be notified of the time and place of examination. They must give notice of any change of post-office address, or unwillingness or inability to attend the examination.

9. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction. Applications which show that the applicants lack the qualifications as to age, health, etc., required by the rules, will be rejected, and the applicants notified.

10. The general examination is for positions in the clerical service where the annual compensation is at the rate of eight hundred dollars and over. The limited examination is for positions in the clerical service where the annual compensation is at a rate less than eight hundred dollars.

11. Every applicant for a position in the police and fire departments, and in other departments where physical capacity is of prime importance, will be required, before being placed on the eligible list, to undergo a physical examination.

12. Any person possessing the required qualifications may file a new application after the expiration of six months from his educational examination, and not earlier: *provided*, that, if his name be upon the eligible list, it shall be withdrawn therefrom upon the filing of his new application.

APPLICATION.

I hereby make application to be examined for the position of _____ in the service of _____. [State clearly and distinctly the position or branch of service for which you wish to be examined, and whether it is in the service of the State or of a city.]

If the application is for the clerical service, state whether you wish to take the general or the limited examination. See directions, section 10, *above*.

As a part of my application, I declare the answers to the following questions to be true and in my own handwriting. [Sign your name in full.]

(Each question must be answered, or the blank will be returned.)

(1) Are you married, or single?

(2) What is your post-office address? [Give town or city, including street, number and ward.]

(3) In what city or town is your actual residence at this time?

(4) How long have you been a resident of said city or town?

(5) How long have you been a resident of Massachusetts?

(6) What is the date of your birth? [Give day of month and year.]

(7) Where were you born? [Give city, town or parish, State and country.]

(8) Are you a citizen of the United States? . [If you are a naturalized citizen, or if your parents were naturalized during your minority, give date and court of naturalization.]

(9) What is your father's full name?

(10) What is your mother's full name?

(11) Are you a person of good moral character?

(12) Do you habitually use intoxicating beverages to excess?

. Are you a vender of intoxicating liquors? . Have you been convicted of any offence against the laws of this Commonwealth during the past year?

(13) Are you in good health? . Have you any mental or physical incapacity or infirmity, of which you are aware, which would in any way disqualify you for a full discharge of official duty in the service of which you seek to enter? [If you have any defect of sight, hearing, speech, or otherwise, so state.]

(14) What is your present occupation?

(15) What is the name of your employer?

(16) Where have you lived, what has been your principal occupation, and for whom have you worked, during each of the last five calendar years? [Fill the blanks against each year.]

RESIDENCE, TOWN, CITY AND STATE.		OCCUPATION.	NAME OF EMPLOYER.
18	,	;	;
18	,	;	;
18	,	;	;
18	,	;	;
18	,	;	;

(17) Were you ever examined for the public service of the United States, or any State or city? If so, when [giving month and year], where, for what branch and grade of the service, and with what result?

(18) Have you ever been employed in the service of the United States, or any State, city or town? If so, state what service, when, where, and, if you have left it, the date and specifically the cause of leaving.

(19) Were you ever in the military or naval service of the United States in time of war? If so, state (1) in what regiment and company, or on what vessel you served, and the date and period of your service; and (2) whether you were honorably discharged; and (3) whether such discharge was by reason of disability resulting from wounds or sickness incurred in the line of duty.

(20) In what schools, academy or college were you educated?
[Give the name and length of course in each.]

(21) Have you had any experience, or do you possess any special qualifications, such as a knowledge of book-keeping, expert penmanship, stenography, type-writing, foreign languages or other subjects, which, in your opinion, would be useful in the public service?

COMMONWEALTH OF MASSACHUSETTS.

ss :

On this day of 18 , personally appeared the above-named applicant, and made oath that the handwriting in the above application paper is his own, and that the statements and answers therein contained, whether in writing or in print, are true, to the best of his knowledge and belief.

Before me,

Justice of the Peace.

N. B. — You must make oath or affirmation to this application before mailing it to the commissioners or to the board of examiners. But, before doing so, see that you have fairly answered every question, and that all proper blanks are filled, as otherwise the application will be returned to you for correction, and your examination may be delayed.

The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificates published for public information.

CERTIFICATES.

Directions.

1. Not less than three nor more than five persons must certify to the character of the applicant, and *certificate No. 1 must be filled, as the other certificates refer to it.* It is desirable that one of the certificates should be signed by a physician.

2. They should be citizens of good character and standing in the community where they reside. If related to the applicant, the relationship should be stated.

3. The Civil Service Act contains this language: "Sect. 5. That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator or member of the house of representatives, alderman or councilman, *except as to the character or residence of the applicant*, shall be received or considered by any person concerned in making any appointment under this act."

4. *Each blank below must be filled as accurately as possible.*

I [being more than twenty-five years of age] have been a resident of for years last past. I am personally acquainted with the applicant aforesaid; and I do state upon honor as follows: —

(1) That I have known said applicant well since

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge or belief, any physical or mental weakness or infirmity, unless that mentioned in his application, which would disqualify him for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That discreet men would have no good cause to refuse, and I would not refuse, to employ the applicant in private business, by reason of his lack of any of the qualifications aforesaid.

(Signature.)

(Post-office address.)

(Occupation.)

[*The official paper contains four more forms.*]

VETERAN EXEMPTION.

[This application can be used and filed only by a person who served in the army or navy of the United States in the time of the War of the Rebellion, and was honorably discharged therefrom, and who desires appointment to office without exemption.]

DIRECTIONS.

1. This form of application is prepared under chapter 437 of the Acts of 1887, allowing the appointment without examination of persons who served in the army or navy of the United States in the time of the War of the Rebellion, and were honorably discharged therefrom. *It can be used only by veterans entitled under the law, and desiring to have their names placed on the eligible list without having passed any examination provided for by the Civil Service Act and Rules.*

2. Every applicant, upon the filing of this application, with the required certificates hereto attached, and upon satisfactory evidence that he possesses the qualifications claimed in this application, will have his name entered on an eligible list for the office he seeks.

3. When an appointing officer in his requisition shall so request, the name of any veteran standing upon the list shall be certified to him for appointment. When an appointing officer in his requisition shall request that the certification be restricted to veterans, the names of all veterans upon the list shall be certified. In such case the certification shall specify those who have passed the examination, and the marking of each. When an appointing officer shall so request, those entitled by reason of examination to certification, and any veteran named, or all veterans upon the list, shall be certified to him.

4. All the statements in the application are to be made under oath or affirmation.

5. A false statement knowingly made in this paper, or connived at in any certificate which may accompany the same, is good cause for exclusion from the eligible list or discharge during or after probation.

6. A failure to fill properly the blanks, or to send satisfactory certificates, will cause the application paper to be returned for correction.

7. Send application, after being filled out, if for service in the Commonwealth of Massachusetts or the city of Boston, addressed to the "Civil Service Commissioners, 5 Pemberton Square, Boston, Mass." If for local service in any other city, send application to the chairman or secretary of the board of examiners of the city in which the service is sought.

APPLICATION.

[State clearly and distinctly the position or branch of service for which you wish to be appointed, and whether it is in the service of the State or of a city.]

(1) My full name is _____

(2) My post-office address is [give town or city, including street, number and ward]

(4) I have been a resident of the State of Massachusetts during the period of

(5) I have been a resident of the [town or city of] _____ during the past _____ years, and am of good moral character.

(7) To the best of my information and belief, I was born at _____, on the _____ day of _____, 18____, and I am _____ years of age.

(9) I have not been convicted of any offence against the laws of the Commonwealth during the past year.

(11) State your service in the army or navy of the United States in the time of the War of the Rebellion; in what regiment or regiments and company or companies, or on what vessel or vessels you served. Give answers to cover all service performed, and (2) state the date of enlistment and discharge from each term of service.

(13) Were you ever in the civil service? If so, state what service, when, at what place, and, if you have left it, the date and specifically the cause of leaving.

COMMONWEALTH OF MASSACHUSETTS.

ss.:

On this day of 18 , personally appeared the above-named applicant and made oath that the statements and answers contained in the above application by him made, whether in writing or in print, are true to the best of his knowledge and belief.

Before me,

Justice of the Peace.

N. B.—You must make oath or affirmation to this application before mailing it to the commissioners or to the board of examiners. But, before doing so, see that you have fairly answered every question, and that all proper blanks are filled, as otherwise the application will be returned to you for correction, and your registration delayed.

The persons who sign the following vouchers are notified that they may be called upon to furnish further information concerning their knowledge of the applicant or to have the certificate published for public information.

CERTIFICATES.

Directions.

1. Not less than three nor more than five persons must certify to the character of the applicant, and certificate No. 1 must be first filled, as the other certificates refer to it.

2. They should be citizens of good character and standing in the community where they reside. If related to the applicant, the relationship should be stated.

3. The Civil Service Act contains this language: "Sect. 5. That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any senator or member of the house of representatives, alderman or councilman, *except as to the character or residence of the applicant*, shall be received or considered by any person concerned in making any appointment under this act."

4. *Each blank below must be filled as accurately as practicable.*

I [being more than twenty-five years of age] have been a resident of for years last past. I am personally acquainted with the applicant aforesaid; and I do state upon honor as follows:—

(1) That I have known said applicant well since

(2) That I have read the application of said applicant, and believe each of the statements made therein to be true.

(3) That said applicant has not, to my knowledge or belief, any physical or mental impairment which would in fact incapacitate him for the service he seeks.

(4) That said applicant is to my knowledge of good character and capacity, and is of good repute in the community where he lives.

(5) That discreet men would have no good cause to refuse, and I would not refuse, to employ the applicant in private business, by reason of his lack of any of the qualifications aforesaid.

(Signature.)

(Post-office address.)

(Occupation.)

[*The official paper contains four more forms.*]

EXAMINATION PAPERS.

SCHEDULE A — CLASS 1.

[Limited Examination.]

*Clerical Service.**First Subject :*

Writing from dictation, — eighteen to twenty words a minute.

Copying rough draft of a letter containing interlineations, abbreviations, etc.

Spelling.

Handwriting.

Second Subject :

1. Write in figures the following number : —

Three million four thousand fifty-seven.

Write in words the number expressed by the following figures : —

2,027,001.76

2. Add these
- across*
- , placing the totals in the space indicated ; then add the totals : —

						Totals.
27,324	23,806	12,397	48,268	65,987	10,355	
28,470	10,247	18,438	9,843	22,972	27,765	
14,396	67,431	26,859	12,674	32,905	24,392	
13,406	27,865	32,476	27,382	44,602	2,530	
33,236	10,047	21,273	27,468	17,365	32,622	

3. What is the sum of
- $2\frac{3}{4}$
- ,
- $5\frac{1}{6}$
- and
- $3\frac{1}{8}$
- ? Give the work in full, using the lowest common denominator. Give the answer in mixed numbers.

Divide $1\frac{7}{8}$ by $\frac{9}{25}$. Give the work in full. Give the answer in mixed numbers.

4. Multiply $\frac{3}{4}$ by $\frac{5}{8}$, and change the result to a decimal. *Give the work in full.*
From 263.01 subtract 184.3065. *Give the work in full.*
5. Multiply 4.376 by 1.03. *Give the work in full.*
Divide four hundred by three and one hundred and twenty-five thousandths. *Give the work in full.*
6. How many yards of carpet, $\frac{3}{4}$ yards wide, will be required to cover the floor of a room 18 feet long and 18 feet wide? *Give the work in full.*
7. If $7\frac{1}{2}$ acres of grass will support 22 cows, how many acres will be required for 327 cows? *Give the work in full.*
8. If a railway train runs 356 miles in 16 hours, how many hours will it require to run 1,350 miles, at the same rate? *Give the work in full.*
9. If goods which cost \$2,600 are sold for \$2,873, what per cent. profit is made? *Give the work in full.*
10. A piece of property was sold for \$1,800, which was 75 per cent. of what it originally cost. What was the cost? *Give the work in full.*

Third Subject :

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

The letter should be signed with the applicant's number, not his name.

SCHEDULE A — CLASS 2.*

[General Examination.]

Clerical Service.

First Subject :

Writing from dictation, — eighteen to twenty words a minute.

Copying rough draft of a letter containing interlineations, abbreviations, etc.

Spelling.

Handwriting.

* To become eligible, applicants who take the general examination must obtain sixty-five per cent. in each of the first three subjects.

Second Subject :

1. Write in figures the following number : —

One million thirteen thousand ten.

Write in words the number expressed by the following figures : — 3,005,021.17

2. Add these *across*, placing the totals in the space indicated ; then add the totals.

						Totals.
32,601	87,268	27,986	29,977	73,849	18,453	
14,369	49,653	8,375	119,842	17,397	82,653	
38,002	29,988	26,837	24,991	35,601	7,269	
48,987	75,542	66,352	19,240	3,915	54,397	
129,056	22,976	17,342	33,226	32,976	63,755	

3. What is the sum of $\frac{1}{2}$, $2\frac{3}{4}$, $\frac{5}{8}$ and $6\frac{1}{3}$? *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.
A rectangular field is $509\frac{3}{8}$ feet long, and $347\frac{1}{16}$ feet wide. What is the distance around the field? *Give the work in full.*
4. Multiply 65.36 by 2.04 ; divide the product by 960, and subtract the quotient from 1. *Give the work in full.*
5. A man sold $\frac{2}{5}$ of a flock of sheep, and lost $\frac{1}{12}$ of what remained, and then had 44 sheep ; how many were there in the flock at first? *Give the work in full.*
6. What will it cost to cover a floor 18 feet square with carpet $\frac{3}{4}$ yard wide, at \$1.80 per yard? *Give the work in full.*
7. If $7\frac{1}{2}$ acres of grass will support 22 cows, how many acres will be required for 327 cows? *Give the work in full.*
8. If $\frac{2}{3}$ of an acre produces \$13.25 worth of fruit, how many acres will produce \$159 worth, at the same rate? *Give the work in full.*
9. A horse which cost \$360 was sold at a profit of $16\frac{2}{3}$ per cent. What was the selling price? *Give the work in full.*
10. Wheat was sold at a gain of $33\frac{1}{3}$ per cent ; the selling price was \$1 per bushel. What was the cost? *Give the work in full.*

Third Subject :

1. Find the interest on \$850 for 11 months and 15 days at the rate of 7 per cent. a year. *Give the operation in full.*
2. Find the simple interest on \$830 for 3 years and 9 months at 5 per cent. per annum. *Give the work in full.*
3. What will \$350 amount to in 3 years and 3 months at 6 per cent. per annum, compound interest? *Give the work in full.*
4. A sold B an invoice of goods amounting to \$1,280, and took a four months' note, dated January 15, for the amount, with interest added at the rate of 7 per cent. a year. What was the amount of the note? *Give the work in full.*
5. On the 2d of March, A had the above note discounted at his bank, the rate being 6 per cent. a year. What were the proceeds? *Give the work in full.*

Fourth Subject :

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

The letter should be signed with the applicant's number, not his name.

SCHEDULE A — CLASS 3.

Inspector : Water Department.

First Subject :

State how long you have resided in this city, and what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you may have obtained in business life or in the superintendence of others, either in public or private business.

Write not less than ten lines. Do not sign your name.

[On this the applicant is marked for clearness, correctness of statement, and experience.]

Second Subject :

1. Write in figures the following number : —

One hundred eleven thousand three hundred six.

Write in words the numbers expressed by the following figures : —

49,852

2. Add the following column of figures :—

27,896
35,427
12,397
75,556
29,872
12,387
3. An army of 10,000 men lost 4,809 men in battle; how many men were left? *Give the work in full.*
4. How much will 72 barrels of flour weigh, if each barrel weighs 196 pounds? *Give the work in full.*
5. How many horses worth \$125 apiece must be given for a farm worth \$11,600? *Give the work in full.*
6. What will be the cost of 32 pounds of coffee, at $28\frac{3}{4}$ cents a pound? *Give the work in full.*

Third Subject :

Copying a printed statement; thus showing handwriting and accuracy in copying.

Fourth Subject :

Questions to test the applicant's knowledge of the water service, causes of waste, etc.

Fifth Subject :

Reading a water meter.

SCHEDULE A — CLASS 3.

Inspector : Health Department.

First, second and third subjects the same as for Inspector of Water Department.

Special Subject :

Questions relating to the duties of Health Inspector; contagious diseases; fumigation and purification; deodorants and disinfectants; sanitary plumbing, etc.

SCHEDULE A — CLASS 3.

Stenographer and Type-writer.

First Subject :

Copying printed matter, thus showing handwriting and accuracy in copying. Spelling: twenty words announced by the examiner.

Second Subject :

Arithmetic : addition, common and decimal fractions, percentage, proportion.

Special Subject :

Short-hand writing and type-writing. Three tests of skill and accuracy in taking short-hand notes are given : one at the rate of 75 words, one at the rate of 100 words, and one at the rate of 120 words, a minute. These notes are then transcribed by the use of the type-writing machine.

Type-writing printed matter, showing accuracy, speed and technique.

Tabulating, transcribing rough draft of a report, and making corrected copy of a rough, unpunctuated letter.

Test of speed in type-writing from dictation.

SCHEDULE B — CLASS 1.

Prison Service.

First Subject :

Writing down from memory the substance of matter orally communicated.

Second Subject :

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

1. State in general terms your occupation since you became of age, and any experience you may possess which will be of use, if you should receive an appointment in the prison service.
2. If you have ever served in the prison department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign ; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer ; and, if such complaint was made, what action was taken thereon.

3. Have you ever been convicted of any offence against the laws of this or any other State or nation?
4. Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?
5. If you drink distilled or fermented liquors of any kind, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.
6. Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?
7. If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment?

Third Subject :

1. Write in figures the following numbers :—
Two thousand seven hundred forty-two.
Six hundred seventy dollars three cents.
2. Write in words the numbers expressed by the following figures :—
3,742
\$693.51
3. Add the following column of figures :—

375
2,146
1,989
2,432
867
1,233
4. From 27,321 subtract 18,465. *Give the work in full.*
5. Divide 1,554 by 42. *Give the work in full.*
6. Multiply 305 by 46. *Give the work in full.*
7. If a man works twenty-six days at two dollars and twenty-five cents per day, how much money will he earn? *Give the work in full.*

Fourth Subject :

Copying a printed statement, thus showing handwriting and accuracy in copying.

PHYSICAL EXAMINATION.

SCHEDULE B—CLASS 1.

The Applicant will fill out this portion of the blank.

Name,
Date of birth,
Occupation,
Have you any disease now?
What diseases have you had during the last seven years?
Have you varicose veins or hernia?
Have you ever had fits?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

*STATE THE EXACT weight, A; height, B; circumference of chest, C.	WEIGHT.	HEIGHT.		C.†
	A.	B. Feet.	Inches.	At forced expiration, inches. On full inspiration, "
A. IS THE RESPIRING murmur clear and distinct over both lungs?	A.			
B. Is the character of the respiration full, easy, and regular?	B.			
C. Are there any indications of disease of the organs of respiration or their appendages?	C.			
A. IS THE CHARACTER of the heart's action uniform, free and steady?	A.			
B. Are its sounds and rhythm regular and normal?	B.			
C. Are there any indications of disease of this organ or of the blood vessels?	C.			
A. IS THE SIGHT GOOD?	A.			
B. Is the hearing good?	B.			
IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?				
A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state?	A.			
B. Has the brain or spinal cord ever been diseased?	B.			
IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.				
HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?				

DOES THE APPLICANT display any evidence of having or having had syphilis?†	
HABITS, use of stimulants and tobacco.	
HAS THE APPLICANT any peculiarities in his walk or general carriage or of facial expression or marks, which would make him an object of remark?	

*The examiners are called upon to pay special attention to the annexed schedule in determining the fitness of the applicant.

† There should be a difference, at least, of two inches at forced expiration and on full inspiration. All examinations of the chest should be made on the bare body, and not through the clothing.

† Syphilitic taint in the applicant must always be regarded as good cause of rejection.

** Obesity must be regarded as a good cause for rejection.

† Minimum circumference of the chest tolerable in applicants.

HEIGHT.		CIRCUMFERENCE
Feet.	Inches.	OF CHEST. Inches.
5	8	34
5	9	34½
5	10	35
5	11	35½
6	-	36
6	1	36½
6	2	37
6	3	37½
6	4	38

STATURE AND WEIGHT. — The stature shall not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment in the subjoined table : **

HEIGHT.		MIN. WEIGHT.
Feet.	Inches.	Pounds.
5	8	140
5	9	145
5	10	150
5	11	155
6	-	160
6	1	165
6	2	170
6	3	175
6	4	180

(a) In examining the sense of sight, not only shall the general condition of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds, and the direction from which they come.

Remarks.

I, _____, hereby declare that I have returned true answers to the inquiries of _____ touching my personal and family health, history, habits, and antecedents; and that I am the person described in the foregoing record of examination.

Certificate of Examining Surgeon.

I hereby certify that I have this day carefully and thoroughly examined, in accordance with the foregoing instructions, _____, and find that he is _____ sound in limb and body, is _____ able-bodied, _____ of a robust constitution, has good eyesight and _____ good hearing, and, in my opinion, is physically qualified to sustain the labors and exposures, and perform the duties of a prison officer; and that the above is a truthful record of the examination.

Medical Examiner.

18 .

FORM APPROVED:

ALFRED F. HOLT, Surgeon-General.

SCHEDULE B—CLASS 2.

*Fire Department of Boston.**For Admission to the Force as Call-man or Permanent Substitute.**First Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject :

The answers to the questions on this sheet will be marked as a whole under two heads,—EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the fire service.

If you have ever served in the fire department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long.

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?

If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned, or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many, and in what kind of work.

In your opinion, what particular qualities should a good fireman possess?

Third Subject :

1. Write in figures the following number :—
Fifteen thousand one hundred ten.
Write in words the number expressed by the following figures :— 12,101
2. Add the following column of figures :— 18,465
32,101
25,976
14,385
25,989
17,877
3. If a man should buy a lot of land for \$21,987, and sell it for \$23,125, how much would he gain by the transaction?
Give the work in full.
4. If \$4,130 be divided equally among 28 men, how much will each man receive? *Give the work in full.*
5. How much will 43 horses cost, if the price of each horse is \$175.50? *Give the work in full.*
6. What will 28 pounds of beef cost, at $18\frac{3}{4}$ cents a pound?
Give the work in full.

** Fourth Subject :*

Questions relating to the duties of a fireman, as prescribed by the Board of Fire Commissioners.

* Each applicant for the fire service of Boston is furnished, at the time of filing his application, with a small book containing some of the most important rules and regulations found in the fire manual. He is also informed that he must study them carefully, and be prepared to answer questions relating to them.

PHYSICAL EXAMINATION.

SCHEDULE B—CLASS 2.

I, [write your full name.] , hereby declare that the answers to the following inquiries touching my personal and family health, history, habits, and antecedents, are true, to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

{	What is your occupation?	
	Do you use tobacco?	If so, in what manner, and how much do you use in a week?
	Do you drink intoxicating liquors?	If so, how frequently?
	Have you any disease now?	
	What diseases have you had during the last seven years?	
	Do you know of any hereditary disease in your family?	
	If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?	
	Have you ever had fits?	
	Have you ever had any fracture or dislocation?	
	Have you ever received any injury to the head or spine?	
	Are you subject to piles?	
	Have you been vaccinated?	
	Have you ever had rheumatism?	

Certificate of Examining Surgeon.

<p>A. IS THE RESPIRING murmur clear and distinct over both lungs?</p> <p>B. Is the character of the respiration full, easy, and regular?</p> <p>C. Are there any indications of disease of the organs of respiration or their appendages?</p>	<p>A.</p> <p>B.</p> <p>C.</p>
<p>A. IS THE CHARACTER of the heart's action uniform, free, and steady?</p> <p>B. Are its sounds and rhythm regular and normal?</p> <p>C. Are there any indications of disease of this organ or of the blood vessels?</p>	<p>A.</p> <p>B.</p> <p>C.</p>
<p>A. IS THE SIGHT GOOD?</p> <p>B. Is the hearing good?</p>	<p>A.</p> <p>B.</p>
<p>IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?</p>	
<p>A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state?</p> <p>B. Has the brain or spinal cord ever been diseased?</p>	<p>A.</p> <p>B.</p>

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
HAS THE APPLICANT any pre-disposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
HAS THE APPLICANT varicose veins or hernia?	
DOES THE APPLICANT display any evidence of having or having had syphilis?	

NOTE.—Syphilitic taint or obesity must be regarded as good cause for rejection.

Remarks.

I hereby certify that I have this day carefully and thoroughly examined the above-named
and find that he is sound in limb and body, is able-bodied, of robust constitution, has good eyesight and
 good hearing, and, in my opinion, is physically qualified to sustain the labors and exposures, and perform the duties of a fireman in the city of Boston; and that the above is a truthful record of the examination.

Asst. City Physician.

18 .

FORM APPROVED:

ALFRED F. HOLT, *Surgeon-General.*

EXAMINATION IN DEVELOPMENT AND STRENGTH.

Applicant for Fireman of Boston.

	Measure- ment.	Per Cent.	Weight.	Product.
Age, weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, . { A. B. C.		5 4 2		
Girth, chest, . { A. B.		1 2		
Girth, chest full, { C. D.		1 2		
Depth of chest, { A. B. C.		1 2 3		
Depth of abdo- men, { A. B. C.		5 4 1		
Girth, R. thigh, . .		1		
Girth, L. thigh, . .		1		
Girth, R. calf, . . .		1		
Girth, L. calf, . . .		1		
Girth, R. upper arm,		1		
Girth, L. upper arm,		1		
Girth, R. forearm, .		1		
Girth, L. forearm, .		1		
Muscular condition,		9		

CIRCUMFERENCE OF CHEST.		HEIGHT.	MIN. WEIGHT.
Feet.	Inches.	Feet.	Pounds.
5	6	5	130
5	7	5	135
5	7½	5	158
5	8	5	140
5	9	5	145
5	10	5	150
5	11	5	155
6	-	6	160
6	1	6	165
6	2	6	170
6	3	6	175
6	4	6	180

	Strength Test.	Per Cent.	Weight.	Product.
Capacity of lungs, . . .			3	
Strength of lungs, . . .			2	
Strength of back, . . .			3	
Strength of legs, . . .			4	
Strength of upper arm, H. P.			5	
Strength of forearm, R. L.			3	
Pectorals,			1	
Traction pull,			3	
Dumb bells,			3	
Abdominal muscles,			3	
Adductors,			1	
Ladder,			5	
Rope,			4	
			40	
Development,				
Strength,				

	Per Cent.	Weight.	Product.
Development,		1	
Strength,		2	
		3	
General physical condition,			

Remarks.

I hereby certify that I have this day of , 18 ,
carefully and thoroughly examined the above-named applicant, and
that the above is a truthful record of such examination.

Physical Examiner.

SCHEDULE B—CLASS 3.

*Police of Cities other than Boston.**First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads,—EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the police service.

If you have ever served in the police department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long.

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?

If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned, or been asked to resign.

Have you ever had the handling of men either in public office or private employment? If so, state how many and in what kind of work.

In your opinion, what particular qualities should a good policeman possess?

Third Subject:

1. Write in figures the following number:—
Thirty thousand three hundred forty-six.
Write in words the numbers expressed by the following figures:—
31,756
2. Add the following column of figures:—
14,328
3,709
14,257
18,601
2,782
11,907
3. If a railway train runs at the rate of 46 miles an hour, how far will it run in 27 hours? *Give the work in full.*
4. If a man buys a piece of land for \$17,810, and sells it for \$16,987, how much does he lose by the transaction? *Give the work in full.*
5. A man paid \$4,025 for 23 horses; how many dollars did he pay for each horse? *Give the work in full.*
6. How much will 18 pounds of beef cost, at $18\frac{1}{2}$ cents a pound? *Give the work in full.*

Fourth Subject:

- * Questions relating to the duties of a police officer, definitions of crimes, descriptions of legal papers, statutory law, etc.

* When the applicant files his application paper, he is furnished with a book of instructions, containing information relative to the duties of a police officer, definitions of crimes, legal papers, statutory law, etc. He is also informed that he must study the book carefully, and be prepared to answer questions relating to its contents.

PHYSICAL EXAMINATION.

SCHEDULE B — CLASS 3.

- Name, _____ Age, _____
- Residence, _____
- Circumference of chest after forced expiration,
- * Circumference of chest after full inspiration,
- Is the respiratory murmur clear and distinct?
- Is there any indication of disease of the organs of respiration?
- Is the action of the heart regular?
- State the quality of the respiration,
- State the quality of the pulse,
- † Is the sight good?
- † Is the hearing good?
- Has the applicant hernia or varicose veins?
- Has the applicant ever been vaccinated?
- Has the applicant ever had a fracture or dislocation, or any serious injury to the eyes, ears or limbs?
- Has the applicant piles or *fistula in ano*?
- Has the applicant any tendency to constitutional disease, such as phthisis, rheumatism, etc.?
- ‡ Does the applicant display any evidence of having or having had syphilis?

The stature should not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment. §			Minimum circumference of the chest allowed.		
HEIGHT.		MIN. WEIGHT.	HEIGHT.		CHEST.
Feet.	Inches.		Feet.	Inches.	Inches.
5	8	140	5	8	34
5	9	145	5	9	34½
5	10	150	5	10	35
5	11	155	5	11	35½
6	—	160	6	—	36
6	1	165	6	1	36½
6	2	170	6	2	37
6	3	175	6	3	37½

REMARKS.

* There should be a difference of two inches, at least, at forced expiration and on full inspiration.

† In examining the sense of sight, not only shall the general conditions of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

‡ Syphilitic taint in the applicant must always be regarded as good cause for rejection.

§ Obesity must be regarded as good cause for rejection.

SCHEDULE B — CLASS 3.

*Inspection Force of District Police.**First Subject :*

1. Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. State, also, if you have had any experience in architectural designing, drawing building plans, the construction of buildings, sanitary plumbing, or in the use or care of machinery. *Sign the letter with your number, not your name.*

[On this the applicant is marked for letter-writing and experience.]

Second Subject :

1. Write in figures the following number : —
Thirteen million three thousand forty.
Write in words the number expressed by the following figures : — 15,305,201
2. Add the following column of figures : — 31,053
275,026
34,965
82,347
21,273
63,407
38,703
18,207
41,392
311,274
3. Add together $\frac{1}{18}$, $3\frac{2}{3}$, $\frac{2}{5}$. *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.
Multiply $21\frac{3}{5}$ by $13\frac{1}{3}$. *Give the work in full.*
4. Add together 116.12, 91.7 and .693 ; multiply the sum by 2, and subtract 17.026 from the product. *Give the work in full.*
5. How many square yards are there in a plot of ground 390×150 feet? *Give the work in full.*

6. How many cubic yards will there be in a room 93 feet long, 45 feet 4 inches wide, and 15 feet 3 inches high? *Give the work in full.*

Third Subject :

Copying printed matter, thus showing handwriting and accuracy in copying.

Fourth Subject :

Questions on the following subjects: Ventilation, sanitary plumbing, guarding machinery, safety devices on elevators, modes of egress in case of fire, devices and appliances for extinguishing fire, employment of women and children.

PHYSICAL EXAMINATION.

SCHEDULE B — CLASS 3.

Name,

Age,

Residence,

Circumference of chest after forced expiration,

* Circumference of chest after full inspiration,

Is the respiratory murmur clear and distinct?

Is there any indication of disease of the organs of respiration?

Is the action of the heart regular?

State the quality of the respiration,

State the quality of the pulse,

† Is the sight good?

† Is the hearing good?

Has the applicant hernia or varicose veins?

Has the applicant ever been vaccinated?

Has the applicant ever had a fracture or dislocation, or any serious injury to the eyes, ears or limbs?

Has the applicant piles or *fistula in ano*?

Has the applicant any tendency to constitutional disease, such as phthisis, rheumatism, etc.?

‡ Does the applicant display any evidence of having or having had syphilis?

The stature should not be below 5 ft. 8 in., in ordinary dress, nor the weight below that marked as its minimum accompaniment. §			Minimum circumference of the chest allowed.	
HEIGHT.		MIN. WEIGHT.	CHEST.	
Feet.	Inches.		Feet.	Inches.
5	8	140	5	8
5	9	145	5	9
5	10	150	5	10
5	11	155	5	11
6	—	160	6	—
6	1	165	6	1
6	2	170	6	2
6	3	175	6	3

REMARKS.

* There should be a difference of two inches, at least, at forced expiration and on full inspiration.

† In examining the sense of sight, not only shall the general conditions of the organs be ascertained, but weight shall be given to quickness and accuracy in discriminating colors and distances. The hearing shall be tested also as to keenness and correctness in distinguishing degrees and kinds of sounds and the direction from which they come.

‡ Syphilitic taint in the applicant must always be regarded as good cause for rejection.

§ Obesity must be regarded as good cause for rejection.

SCHEDULE B — CLASS 4.

*Police Force of Boston.**First Subject :*

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject :

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering the questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State, fully and completely, the kind or kinds of business or occupation in which you have been engaged since you began to earn your own living, the length of time at each, and any experience you may possess which will be of use if you should receive an appointment in the police service.

If you have ever served in the police department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign ; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer ; and if such complaint was made, what action was taken thereon.

Have you ever been convicted of any offence against the laws of this or any other State or nation ? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender ? If so, when, where, and for how long ?

Do you ever drink distilled or fermented liquors of any kind ? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Have you served in the army or navy of the United States, either in time of peace or war ; and, if so, how long did

you serve and in what capacity, and did you receive an honorable discharge therefrom?

If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you have served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many, and in what kind of work.

In your opinion, what particular qualities should a good policeman possess?

Third Subject :

1. Write in figures the following number : —
One hundred five thousand seven hundred three.
Write in words the number expressed by the following figures : — 27,013
2. Add the following column of figures : — 24,387
19,986
12,241
72,978
23,300
19,781
3. An army of 14,225 men lost 1,987 men in battle ; how many men were left? *Give the work in full.*
4. How much will 87 barrels of sugar weigh, if each barrel weighs 235 pounds? *Give the work in full.*
5. How many horses worth \$185 apiece must be given for a farm worth \$14,060? *Give the work in full.*
6. What will be the cost of 80 pounds of coffee at $28\frac{3}{4}$ cents a pound? *Give the work in full.*

** Fourth Subject :*

Questions relating to the duties of a policeman, as prescribed by the Board of Police.

* Each applicant for the police service of Boston is furnished, at the time of filing his application, with a small book containing some of the most important rules and regulations found in the police manual. He is also informed that he must study them carefully, and be prepared to answer questions relating to them.

PHYSICAL EXAMINATION.

SCHEDULE B — CLASS 4.

I, [write your full name] , hereby declare that the answers to the following inquiries touching my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

{ What is your occupation?
Do you use tobacco? If so, in what manner and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
Have you ever had fits?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

A. IS THE RESPIRING murmur clear and distinct over both lungs?	A.
B. Is the character of the respiration full, easy, and regular?	B.
C. Are there any indications of disease of the organs of respiration or their appendages?	C.
A. IS THE CHARACTER of the heart's action uniform, free, and steady?	A.
B. Are its sounds and rhythm regular and normal?	B.
C. Are there any indications of disease of this organ or of the blood vessels?	C.
A. IS THE SIGHT GOOD?	A.
B. Is the applicant color blind?	B.
C. Is the hearing good?	C.
IS THE APPLICANT subject to cough, expectoration, difficulty of breathing, or palpitation?	
A. ARE THE FUNCTIONS of the brain and nervous system in a healthy state?	A.
B. Has the brain or spinal cord ever been diseased?	B.

IF THE APPLICANT has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
HAS THE APPLICANT any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
HAS THE APPLICANT varicose veins or hernia?	
DOES THE APPLICANT display any evidence of having or having had syphilis?	

NOTE.—Syphilitic taint or obesity must be regarded as good cause for rejection.

Remarks.

I hereby certify that I have this day carefully and thoroughly examined the above-named _____, and find that he is _____ sound in limb and body, is _____ able-bodied, _____ of robust constitution, has _____ good eye-sight and _____ good hearing, and, in my opinion, is _____ physically qualified to sustain the labors and exposures, and perform the duties of a policeman in the city of Boston, and that the above is a truthful record of the examination.

City Physician.

18 .

FORM APPROVED:

ALFRED F. HOLT, *Surgeon-General.*

EXAMINATION IN DEVELOPMENT AND STRENGTH.

Applicant for Policeman of Boston.

	Measure- ment.	Per Cent.	Weight.	Product.
Age, weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, .	{ A. B. C.		5 4 2	
Girth, chest, .	{ A. B.		1 2	
Girth, chest full, }	C. D.		1 2	
Depth of chest, {	A. B. C		1 2 3	
Depth of abdo- men, {	A. B. C.		5 4 1	
Girth, R. thigh, . .			1	
Girth, L. thigh, . .			1	
Girth, R. calf, . . .			1	
Girth, L. calf, . . .			1	
Girth, R. upper arm,			1	
Girth, L. upper arm,			1	
Girth, R. forearm, .			1	
Girth, L. forearm, .			1	
Muscular condition,			9	

The stature shall not be below 5 feet 8 inches, in bare feet, nor the weight below 140 pounds, naked.

All measurements shall be made on the bare body.

The examiner is called upon to pay special attention to the annexed schedules in determining the fitness of the applicant.

CIRCUMFERENCE					
HEIGHT.	OF CHEST.	HEIGHT.		WEIGHT.	
Feet. Inches.	Inches.	Feet. Inches.		Pounds.	
5	8	5	8	140	
5	9	5	9	145	
5	10	5	10	150	
5	11	5	11	155	
6	-	6	-	160	
6	1	6	1	165	
6	2	6	2	170	
6	3	6	3	175	
6	4	6	4	180	

	Strength Tests.	Per Cent	Weight.	Product.
Capacity of lungs, . . .			3	
Strength of lungs, . . .			2	
Strength of back, . . .			3	
Strength of legs, . . .			4	
Strength of upper arm, H. P. . .			5	
Strength of forearm, R. L. . .			3	
Pectorals, . . .			1	
Traction pull, . . .			3	
Dumb bells, . . .			3	
Abdominal muscles, . . .			3	
Adductors, . . .			1	

Development,

Strength,

	Per Cent.	Weight.	Product.
Development,		1	
Strength,		2	
		3	
General physical condition,			

Remarks.

I hereby certify that I have this _____ day of _____, 18____, carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

Physical Examiner.

SCHEDULE B — CLASS 5.

*Draw-tender of Bridges.**First Subject :*

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever served as draw-tender or assistant draw-tender?

If so, when and where?

Can you pull and manage a row-boat?

Can you swim?

Can you run a stationary engine?

Can you furnish a certificate that you can do so?

[On these statements the applicant is marked for experience only.]

Second Subject :

1. Write in figures the following number : —

One thousand five hundred and sixty-three dollars and fourteen cents.

2. Write in words the number expressed by the following figures : —

14,368

3. Add the following column of figures : —

1,792

3,467

1,823

3,119

427

2,236

4. From 21,315 subtract 19,678. *Give the work in full.*

5. Divide 4,968 by 23. *Give the work in full.*

6. Multiply 726 by 54. *Give the work in full.*

Third Subject :

Twelve questions relating to the duties which draw-tenders are called upon to perform.

SCHEDULE B — CLASS 6.

*Foreman of Laborers.**First Subject :*

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

Second Subject :

1. Write in figures the following number : —

One thousand five hundred sixty-three.

Write in words the number expressed by the following figures : —

12,207

2. Add the following column of figures : —1,743

876

1,427

3,764

998

2,507

3. Suppose you have under you 36 men at \$1.75 per day; a rain-storm prevents them from working the last half day. What will be the amount of their pay for that day?
Give the work in full.
4. If you have a pile of 10,000 bricks, and take away 7,550 of them, how many will be left? *Give the work in full.*
5. When stone is worth 88 cents a yard, how many yards can be bought for \$37.85? *Give the work in full.*

Third Subject :

Foreman in the water department.

Questions on trench work, pipe-laying, measurements and materials.

Third Subject :

Foreman in sewer department.

Questions relating to the different kinds of sewers, the preparation and use of cement and other materials, and trench work.

Third Subject :

Foreman in the department of streets, parks, cemeteries, common and squares.

Questions on street, road and sidewalk building, cart measurement, grade-stakes, etc.

Fourth Subject :

Foremen in all the departments except the health department.

Questions on ledge work, and the care and use of explosives.

Fifth Subject :

Foremen in the department of streets, parks, cemeteries, common and squares.

Questions on drainage.

SCHEDULE B — CLASS 6.

Foreman of Laborers, in Cities other than Boston.

First Subject :

State your occupation during the past ten years, and the names and residences, so far as you remember, of your employers during that period.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you a knowledge of ledge work?

[On these statements the applicant is marked for experience only.]

Second Subject :

Arithmetic : Five questions in the use of whole numbers, including addition, subtraction, multiplication and division.

Third Subject :

Twelve or more questions on the special work which the foreman may be called upon to do : road building, curb setting, trench work, etc.

SCHEDULE B — CLASS 6.

*Sub-Foreman of Laborers.**First Subject :*

State your occupation during the past ten years, the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

Second Subject :

1. Write in figures the following number : —
One hundred sixty-three dollars and twelve cents.
2. If you receive 23 loads of gravel one day, 34 loads the next, and 17 loads the next, how many loads will you then have in all. *Give the work in full.*
3. If you have \$45 and pay out \$27 for rent and other expenses, how much will you have left. *Give the work in full.*
4. If a cubic yard of stone costs 88 cents, how many yards can be bought for \$39.60? *Give the work in full.*
5. What wages, at \$1.75 per day, would be due a laborer, he having worked an entire week of six days, except one half day? *Give the work in full.*

Third Subject :

Eight questions relating to general work : the use of tools, reading grade-stakes, tallying, etc.

Fourth Subject : (Not obligatory).

Eight questions on ledge-work : the tools used, care and use of explosives, etc.

SCHEDULE B — CLASS 8.

Engineers, Janitors and Persons having Charge of Steam Boilers and Furnaces in the School Buildings in the City of Boston.

First Subject :

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

Have you ever had the charge or care of any building, public or private? If so, state the kind of building, where located, and how long you had the charge or care of it.

Have you had any experience in taking care of furnaces or heating apparatus? If so, state when and where, the kind of building heated, how long you were so employed, and what kind of heating apparatus was used.

Do you wish to be examined in steam engineering or steam heating?

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Do you ever drink distilled or fermented liquors of any kind?

If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject :

Arithmetic : Six questions, including addition, subtraction, multiplication, division, and the reading and writing of numbers.

Third Subject :

Copying a printed statement, thus showing handwriting and accuracy in copying.

Fourth Subject :

Questions relating to the care and handling of furnaces, gas, water supply, etc., ventilation and sanitary matters.

[Applicants for appointment to positions as engineers are required to pass an examination in the handling and care of engines.]

[Applicants for appointment to positions as janitors of school buildings where steam heat is used are required to pass an examination in the handling and care of steam-heating apparatus.]

SPECIAL INSTRUCTIONS TO EXAMINERS.

The gentlemen designated as members of a Board of Civil Service Examiners will meet as soon as practicable, and organize the Board, choosing a chairman and secretary.

On receiving notice of such organization, the commissioners will forward to the secretary of the Board the application blanks, copies of the rules and regulations, and such other books, documents and papers as may be thought needful.

The commissioners will also send notices for insertion in local newspapers (as a matter of news), informing all who may be interested that application papers can be obtained of the secretary of the Board.

Each person receiving an application blank should be furnished also with a copy of the rules and regulations.

When an application paper is presented by an applicant in person, the secretary should examine it at the time, if he can do so conveniently, and, if it is properly filled out, he should note upon the back, in ink, the date and hour when received. If it is not properly filled out, the attention of the applicant should be called to the fact, and he should be advised to have the application paper corrected.

If an incomplete application paper is received by mail, it should be returned to the applicant, accompanied by a notice to correct the same.

At each meeting of the Board the applications which have been received since the previous meeting should be carefully examined by the members, or a majority of them, and, if found satisfactory, should be numbered serially in the order in which they are received. They should be entered in the record of applications, in the order of their numbers.

The Board will reject any application which shows that the applicant is not, by reason of age, lack of citizenship, proper period of residence, etc., entitled by the law, rules and regulations, to an examination; and it must be returned to him with a brief state-

ment of the reasons for such action. A blank form will be furnished for this purpose.

All application papers will be received, if in proper form. Should any be received for positions in the service of the Commonwealth, or another city, they must be forwarded to the commissioners.

When, in the opinion of a majority of the Board, the three certificates as to character are not considered sufficient, by reason of the signers thereof not being reputable persons, the application paper shall be returned to the applicant, who shall be requested to furnish additional certificates.

When, in the opinion of the Board, enough applicants have been registered to form a sufficient class, or when, for any other reason, it is thought desirable to hold an examination, the secretary will notify the Civil Service Commissioners, and suggest a convenient time for such examination.

On receipt of authority from the commissioners, the secretary of the Board will send notice of such examination to each applicant.

Attention is called to Rule XVII., which gives precedence in notification, under certain circumstances, to those who served in the army or navy in time of war.

Applicants for positions in the service of the Commonwealth, whose residences may be in or near the city where such examination is to be held, may be notified by the commissioners to present themselves for examination before the Board of that city. The examination papers of such applicants will not, however, be marked by that Board, but must be forwarded to the Civil Service Commissioners, at Boston, immediately after the close of the examination.

Examination blanks will be sent to the Board before an examination is to take place; but they are not to be opened until the Board meets in the examination room on the morning of the examination day, and great care should be taken that they be kept in a secure place until that time.

The room in which an examination is to be held should be properly ventilated, and warmed, if necessary, and furnished with enough desks or tables, and chairs, to accommodate all the applicants, so that each one may have sufficient room in which to do his work.

Each desk or table should be supplied with a sufficient quantity of stationery, so that each applicant can have a penholder, two pens, ink, a pencil, a half sheet of foolscap paper and a small piece of blotting-paper.

It is desirable that these preliminaries be attended to the night preceding the examination.

In assigning seats, care should be taken to divide the applicants into classes, corresponding to the branches of service they seek to enter.

When all are seated, one of the Board will take from each applicant the notice he has received to attend the examination.

The package of examination papers will then be opened, and each applicant will be given a declaration paper, upon which are printed questions concerning his name, age, former occupation, service in the army or navy in time of war, etc. These are to be answered in writing, and the writer will sign his name at the bottom of the sheet. This is the only time during the examination when the applicant will be called upon to affix his signature to a paper. After thus completing the declaration paper, he will fold and enclose it in the numbered envelope which will be given him, and then seal the envelope.

The number on the envelope will be his examination number, and he must write it upon each succeeding paper in the blank space left for that purpose.

It will be well to inform the applicants that they are to be examined in certain subjects, and state the order in which the subjects will be given out.

The envelopes are not to be opened until after all the examination papers have been marked and graded.

In examinations where one of the exercises consists of writing from dictation, all the applicants will work at the same time. In the other exercises they may consult their own convenience as to rapidity, and any one may be furnished with a new set of questions as soon as he has completed, or gone as far as he can, with the preceding set, and has delivered it to one of the Board.

As a rule there will be no general recess during the examination hours; but any applicant may be allowed, for sufficient reason, to leave the room at any time when he has finished one set of questions and delivered the paper to one of the Board. No succeeding set of questions shall be given him, however, until his return.

It is advisable that the full Board of Civil Service Examiners be present at each examination; but a majority of the Board may conduct an examination in case of the disability or necessary absence of the other members.

At all times when an examination is in progress, one of the Board must be present.

Order and decorum should be preserved in the examination

room, and visitors can be admitted only by invitation of one of the Board. No visitors shall be allowed to inspect the questions or answers, or procure for publication anything relating to them or the work of any applicant.

To obtain the best possible results, applicants, whose natural nervousness is increased during examination, should be made to feel as much at ease as possible. To do this will require great discretion on the part of members of the Board; and nothing will defeat this object so quickly as the knowledge, on the part of applicants, that they are observed, or that their work is being scrutinized, by those not officially in charge.

Applicants should be cautioned not to use any books of reference or memoranda for the purpose of assisting their memories. Any one detected in doing so may be dismissed from the examination room. The same penalty will be enforced if one applicant attempts to assist another, by conversation or otherwise, in answering the questions given him.

Members of the Board should give the applicants general explanations only, and these should be limited to methods of procedure.

After an examination, all the papers should be taken charge of by the secretary of the Board.

Members of local boards are cautioned against furnishing information to any person in relation to the examinations, except in the general way prescribed in the rules.

All unused examination papers are to be returned to the commissioners the day after the examination.

As soon after the examination as practicable, the Board will meet for the purpose of estimating and marking the results.

As soon as practicable after completing the marking and grading of the papers, the secretary of the Board will send a certificate to each person who was examined, stating the grade which he attained, as shown by the marking, and whether or not he is entitled to be recorded on the eligible list.

In the general regulations adopted by the commissioners will be found information as to marking and grading, and the enrolment in the proper register of the names of those found eligible for appointment.

The chief examiner, or one of the commissioners, will be present at the examination whenever it is practicable to do so.

More specific rules for marking the examination papers will be issued hereafter.

Necessary expenses incurred by members of a board, for stationery, postage and actual travel, will be allowed by the commissioners.

Whenever it appears to the Board of Examiners that the position to be filled requires special qualifications, and that the regular course of examination for that branch of the service would not meet the case, they will notify the commissioners of the facts, and ask for instructions as to the special course to be pursued. When the advice or assistance of experts is necessary, the Board will so inform the commissioners, and suggest the names of suitable persons who would be willing to aid them.

HENRY SHERWIN,

Chief Examiner.

FORMS FOR APPOINTING OFFICERS.

[The following forms are furnished for the information and convenience of officers making appointments to positions in the classified service of the Commonwealth and the cities thereof. They are furnished merely by way of suggestion, and not as forms prescribed by law to be strictly followed.]

Form for Nomination, by a Mayor, of Police Officers—Probationary Term.

I hereby nominate, subject to the approval and confirmation of the Board of Aldermen, _____, to be a police officer of the city of _____, with all the powers of a constable except the power of serving and executing civil process, to hold said office for a probationary period of six months, as provided in the civil service rules of the Commonwealth, unless sooner discharged.

Form for Nomination, by a Mayor, of Police Officers—After Probationary Term.

_____, having served as a police officer for a probationary period of six months, and his conduct and capacity having been found satisfactory, I hereby nominate, subject to the approval of the Board of Aldermen, said _____, to be a police officer of the city of _____, with all the powers of a constable except the power of serving and executing civil process.*

Form of Warrant for Police Officer appointed for Probationary Term.

This is to certify that _____ has been appointed a police officer of the city of _____, with all the powers of a constable except the power of serving and executing civil process, said appointment being made under the civil service rules of the Commonwealth for a probationary term of six months, beginning on the _____ day of _____ A. D. 18 ____.

* In cities where the ordinances provide that appointment shall be made for a limited time, it would be well to add, "to hold office for the term and according to the tenure prescribed by the laws and ordinances."

Form of Warrant for Police Officers appointed after Probationary Term.

This is to certify that _____, having served a probationary period of six months, as required by the civil service rules of the Commonwealth, has been appointed a police officer of the city of _____, with all the powers of a constable except the power of serving and executing civil process.*

Form of Notice to Persons, other than Police Officers, appointed for a Probationary Term.

This is to inform you that, under the provisions of the civil service rules, _____ ha selected you for appointment to the position of _____ in the _____ for a probationary term of six months from the date when you begin service. Should your conduct and efficiency during such probationary term prove satisfactory, you will, at its close, receive a regular appointment; otherwise your appointment will cease. The salary attached to such position is at the rate of \$ _____.

This conditional appointment does not preclude prompt discharge from service at any time during such probationary term, in case of misconduct or inefficiency.

A prompt reply is requested, stating whether this appointment is accepted, and giving the earliest date when you can present yourself for service.

Notice to Persons, other than Police Officers, appointed after Probationary Term.

Your conduct and capacity, during the probationary term of six months, having been found satisfactory, you are hereby appointed a _____ in the _____ department [or office] at a _____ salary of \$ _____, beginning on the _____ day of _____, A.D. 18 _____.

Notice to Persons whose Conduct or Capacity has not proved Satisfactory during the Probationary Term.

I have to inform you that your conduct [or capacity] during your employment in _____ department as _____, for a probationary term of six months, has not been found satisfactory, and that, in accordance with the terms of your original appointment, as prescribed in the civil service rules of the Commonwealth, your employment in said department will cease on the _____ day of _____, A.D. 18 _____.

* See note to second form.

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